

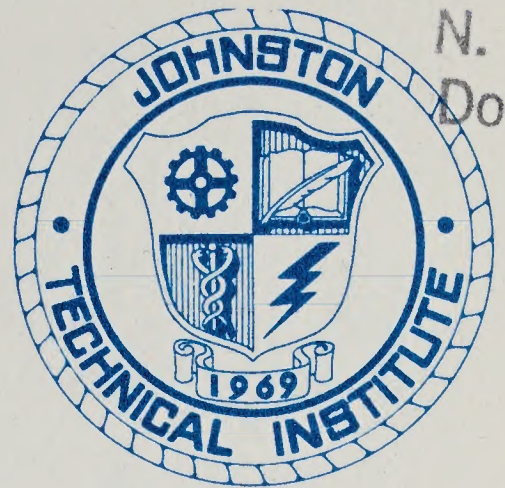
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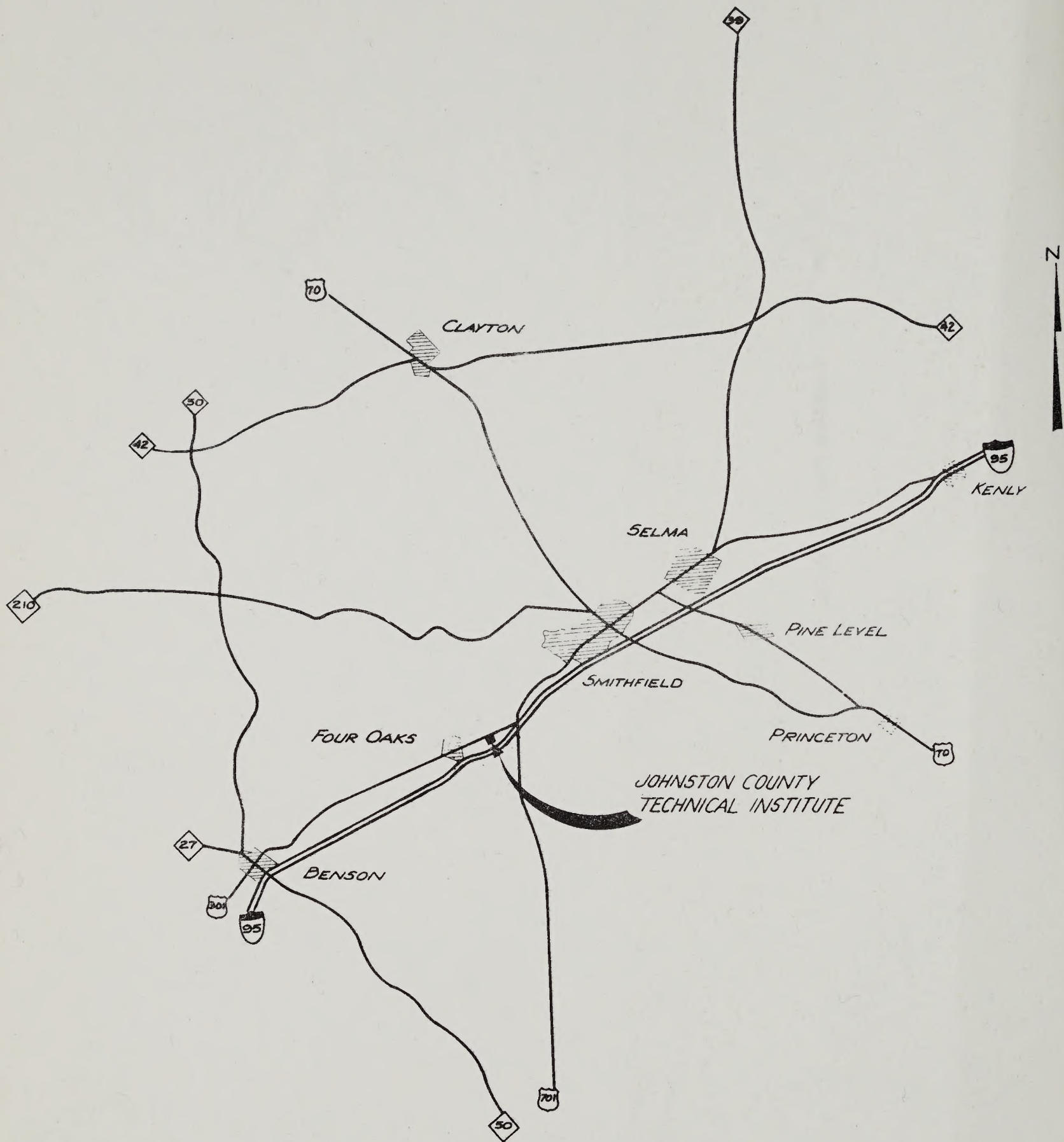
North Carolina State Library
Raleigh
Catalog 1971 - 1972



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JOHNSTON
TECHNICAL
INSTITUTE

Smithfield, North Carolina



See last page for Application for Admission form.

The institution reserves the right to make changes without notice in the information contained in this Bulletin.

JOHNSTON TECHNICAL INSTITUTE

Announcement of Programs

for

1971 — 1972

Member Institution of the North Carolina
Community College System

Approved by
The North Carolina State Board of Education

For additional information, contact

Johnston Technical Institute
U. S. Highway 301 — South
P. O. Box 29
Smithfield, North Carolina 27577

Telephone Four Oaks 919 963-7531

CALENDAR OF EVENTS, 1971 - 1972

Fall Quarter

Orientation and Registration	— — — —	Tuesday, September 7 and Wednesday, September 8
Classes Begin	— — — — — — — —	Thursday, September 9
Last Day for Late Registration and Adding Courses	— — — — — — — —	Friday, September 17
Last Day for Dropping Courses Without Penalty	— — — — — — — —	Friday, October 1
Recording of Mid-Quarter Progress Reports	— — — — — — — —	Monday, October 18
Examinations	— — — — — — — —	Tuesday, November 23 Wednesday, November 24
Last Day of Classes	— — — — — — — —	Wednesday, November 24
Thanksgiving Holidays	— — — — — — — —	Thursday, November 25 and Friday, November 26

Winter Quarter

Registration	— — — — — — — —	Tuesday, November 30
Classes Begin	— — — — — — — —	Wednesday, December 1
Last Day for Late Registration and Adding Courses	— — — — — — — —	Friday, December 10
Christmas Vacation	— — — — — — — —	Saturday, December 18 through Sunday, January 2
Last Day for Dropping Courses Without Penalty	— — — — — — — —	Friday, January 7
Recording of Mid-Quarter Progress Reports	— — — — — — — —	Friday, January 21
Examinations	— — — — — — — —	Monday, February 28 and Tuesday, February 29
Last Day of Classes	— — — — — — — —	Tuesday, February 29

Spring Quarter

Registration	— — — — — — — —	Thursday, March 2
Classes Begin	— — — — — — — —	Friday, March 3
Last Day for Late Registration and Adding Courses	— — — — — — — —	Monday, March 13

Last Day for Dropping Courses

Without Penalty	—	—	—	—	—	—	—	Monday, March 27
Spring Holidays	—	—	—	—	—	—	—	Thursday, March 30 through Monday, April 3

Spring Holidays — — — — — Thursday, March 30
through Monday, April 3

through Monday, April 3

Recording of Mid-Quarter

Progress Reports _ _ _ _ _ Wednesday, April 12

Examinations – – – – – Monday, May 22 and Tuesday May 23

Last Day of Classes _ _ _ _ _ Tuesday, May 23

Summer Quarter

Registration _ _ _ _ _ Thursday, May 25

Classes Begin — — — — — Friday, May 26

Last Day for Late Registration

and Adding Courses _ _ _ _ _ Friday, June 2

Last Day for Dropping Courses

Without Penalty — — — — — Friday, June 16

Holiday — — — — — Tuesday, July 4

Recording of Mid-Quarter

Progress Reports _ _ _ _ _ Friday, July 7

Examinations – – – Thursday, August 10 and Friday, August 11

Last Day of Classes _ _ _ _ _ Friday, August 11

Graduation _ _ _ _ _ _ _ _ _ _ **Sunday, August 13**



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BOARD OF TRUSTEES

William R. Britt, Chairman
Smithfield, North Carolina

John S. Shallcross
Smithfield, North Carolina

Mrs. J. Don Johnson
Route No. 2
Benson, North Carolina

C. C. Sox, M. D.
Kenly, North Carolina

M. L. Wilson
Selma, North Carolina

N. L. Cannady
Clayton, North Carolina

Edward L. White
Pine Level, North Carolina

John N. Denning, D. D. S.
Smithfield, North Carolina

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Ray A. Boyette, Chairman

Troy Page, Jr.

Wallace Ashley, Jr.

Harold Medlin

John M. Radford

JOHNSTON COUNTY BOARD OF COMMISSIONERS

J. Dobbin Bailey, Chairman

Frank B. Holding

Norman C. Denning, Vice Chairman

Freddie Adams

Adam J. Whitley, Jr.

ADMINISTRATION

John L. Tart _ _ _ _ _ President
B.S., M.A., Ed.D. North Carolina State University at Raleigh.

A. Curtis Phillips _ _ _ _ _ Dean of Instruction
A.A. Wilmington College; B.S., M.S. North Carolina State University at Raleigh; Ed.D. Duke University.

John D. Hobart _ _ _ _ _ Dean of Student Affairs
B.S. Davidson College; M.S. North Carolina State University at Raleigh; Additional study Duke University; University of North Carolina at Chapel Hill; Illinois State University.

Louis V. Ward _ _ _ _ _ Business Manager
B.S. University of North Carolina at Chapel Hill.

Richard Wayne Daniel _ _ _ Director of Continuing Education
B.S., M.Ed., Ed.D. North Carolina State University at Raleigh.

Lafayette E. Westbrook _ Assistant Director of Continuing Education
B.S. East Carolina University, Additional study North Carolina State University at Raleigh.

David Haywood Creech _ _ _ _ _ Evening Director
B.S., M.Ed. North Carolina State University at Raleigh.

Thelma M. Harris _ _ _ _ _ Librarian
B.S., M.A. Secondary Education, M.A. Library Science East Carolina University.

Louise H. Wall _ _ _ _ _ Bookkeeper

FACULTY

Barbour, James E. _ _ _ _ _ General Studies
B.S. North Carolina A & T University; Additional study at North Carolina Central University; East Carolina University, North Carolina State University at Raleigh.

Brown, Jackie G. _ _ _ _ _ English, Mathematics
B.S. East Carolina University.

Carter, Donald L. _ _ _ _ _ Drafting
B.S. East Carolina University; Graduate study—North Carolina State University at Raleigh.

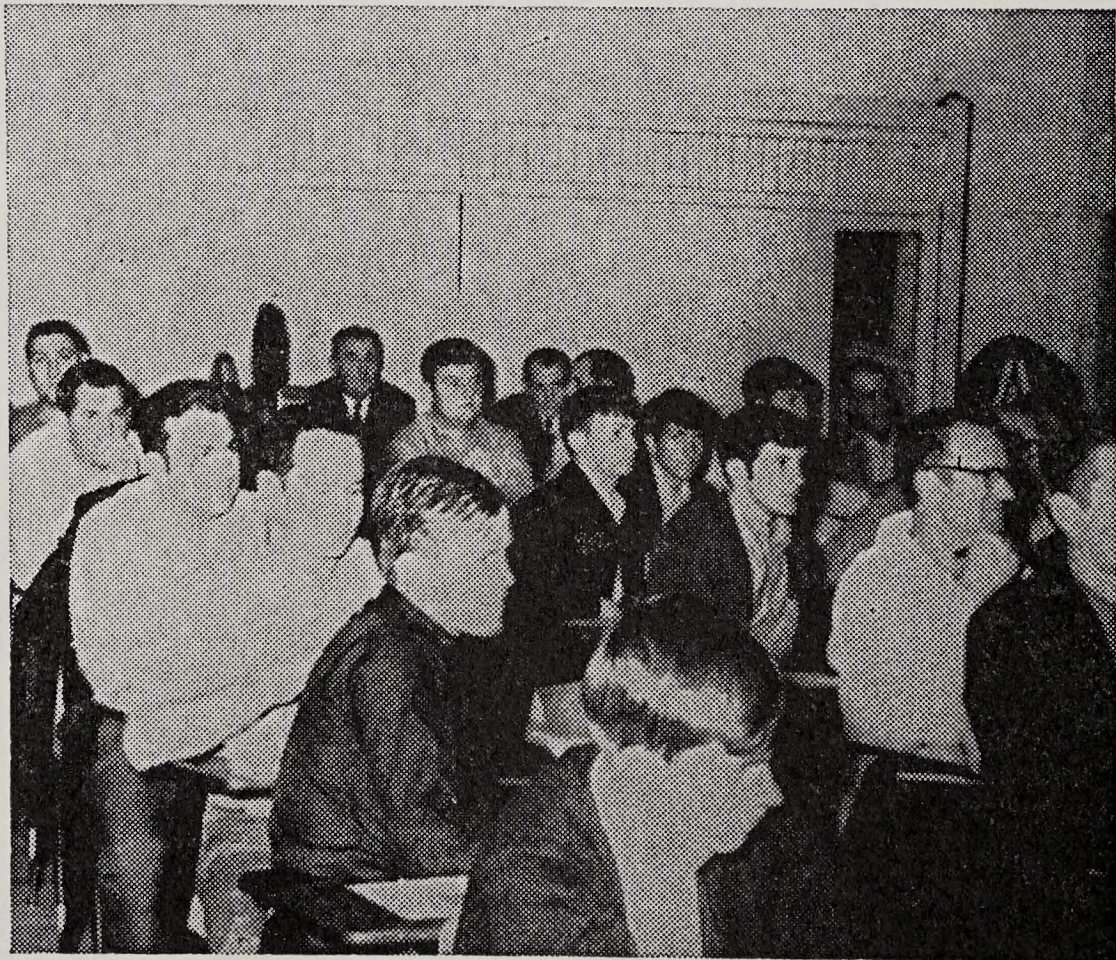
- Chandler, Melba A. _ _ _ _ _ Practical Nurse Education
R. N. Diploma-Park View Hospital School of Nursing, Rocky Mount,
North Carolina; Additional study—University of North Carolina at Chap-
el Hill, University of North Carolina at Greensboro, Wayne Community
College.
- Cummings, Jerry W. _ _ _ _ _ Electrical
Licensed Electrical Contractor—North Carolina.
- Hamm, Walton K. _ _ _ Area Consultant for Law Enforcement
Training
Twelve years experience in Law Enforcement.
- Lee, Charlene L. _ _ _ _ _ Coordinator, Learning Laboratory
B.S. East Carolina University; Additional study University of Maryland,
Appalachian State University.
- Massengill, Luther R. _ _ _ _ _ Business Administration
B.S., M.A. Western Carolina University; Additional study North Carolina
State University at Raleigh.
- Miller, Leo B. _ _ _ _ _ Automotive Mechanics
United States Navy Technical Training; General Electric Training School;
Westinghouse Training School, Carrier Corporation Training School; De-
laval Corporation.
- Sullivan, Raymond G. _ _ _ _ _ Law Enforcement
A.A.S. Police Science—Durham Technical Institute; Undergraduate study
Fayetteville State University.
- Twisdale, Tucker U. _ _ _ _ _ Secretarial Science
A.B. Atlantic Christian College.
- Wadsworth, Raymond P. _ _ _ Industrial Electronics Servicing
United States Navy Technical Training; North Carolina State University
at Raleigh; Sylvania Training School.
- Wall, Joseph E. _ _ _ _ _ Outboard Motor Repair
Briggs & Stratton Training School, Lawson Power Products Training
School.
- Waller, Elizabeth B. _ _ _ _ _ Practical Nurse Education
B.S.N. University of Florida; M.S.N. Duke University.

STAFF

Matthews, Hellon B. _ _ _ _ Secretary, Dean of Student Affairs
McLamb, Jean S. _ _ Secretary, Director Continuing Education
Williams, Phyllis M. _ _ _ _ _ Secretary, Business Office
Price, Peggy M. _ _ _ _ _ Faculty Secretary
Johnson, Peggy H. _ _ _ _ _ Secretary, Business Office
Coe, Jean M. _ _ _ _ _ Receptionist-Secretary to President
Stanley Vivian M. _ _ _ Secretary, Director of Evening Program

MAINTENANCE STAFF

Brock, Granger L. _ _ _ _ _ Assistant to Business Manager
Sanders, Gabriel D. _ _ _ _ _ Custodian



THE INSTITUTION

- History
- Purpose and Objectives
- The Campus
- The Library
- The Learning Laboratory
- Division of Continuing Education
- Community Services

HISTORY

The need for an educational institution in Johnston County to serve young people and adults was first recognized by County School authorities under the leadership of Superintendent E. S. Simpson. In May, 1967, preliminary action was taken by the County Board of Education and the County Board of Commissioners which led to an application for an institution of the North Carolina Community College System.

A steering committee headed by M. Brack Wilson was subsequently appointed to conduct a study concerning the need for a post-secondary educational institution in Johnston County and to prepare the application to the State Board of Education. Upon the recommendation of the State Board of Education, the 1969 North Carolina General Assembly officially authorized the establishment of Johnston Technical Institute.

The Board of Trustees, which represented a number of the leading citizens from various sections of Johnston County, was then appointed. At its first meeting M. Brack Wilson was elected Chairman of the Board and William R. Britt was elected Vice-Chairman.

Dr. John L. Tart was named president of Johnston Technical Institute on August 11, 1969. Under his leadership, plans were developed to begin immediately with the offering of occupational extension and adult education courses. On September 22, 1969, the first group of adult students was enrolled in a variety of extension and general adult education classes. An overwhelming response from the people of Johnston County was indicated by the enrollment of over 500 students in evening courses during the Fall Quarter of 1969.

In September, 1970, full-time occupational education programs in technical, business, health care, and skilled trade fields were offered for the first time.

PURPOSE AND OBJECTIVES

The purpose of Johnston Technical Institute is to provide comprehensive occupational and adult educational opportunities for young people and adults. The institute seeks to provide for the fullest possible development of the potential of each student

to the end that he may increase in knowledge and understanding of life, develop occupational proficiencies in accordances with his interests, talents, and aspirations, and continue his personal growth as a responsible citizen in a democratic society.

The major objectives of the Institute are:

1. To provide technical education which prepares individuals for employment as technicians.
2. To provide vocational education which prepares individuals for employment in skilled and health care occupations.
3. To provide continuing education courses and programs as needed by individuals in the area for career advancement, personal growth and life enrichment.
4. To provide adult education programs based upon community needs and interest with emphasis on:
 - a. Adult basic education
 - b. Adult high school education
 - c. Cultural and community service programs
5. To provide student personnel services to guide students in the exercise of self direction in career and personal planning and in the solution of problems.

THE CAMPUS

Johnston Technical Institute utilizes facilities which were vacated by the Johnston County School System on a seventeen acre tract of land located four miles South of Smithfield, North Carolina on Highway 301. The physical facilities consist of four buildings — three classrooms and laboratory buildings plus a gymnasium.

HOUSING

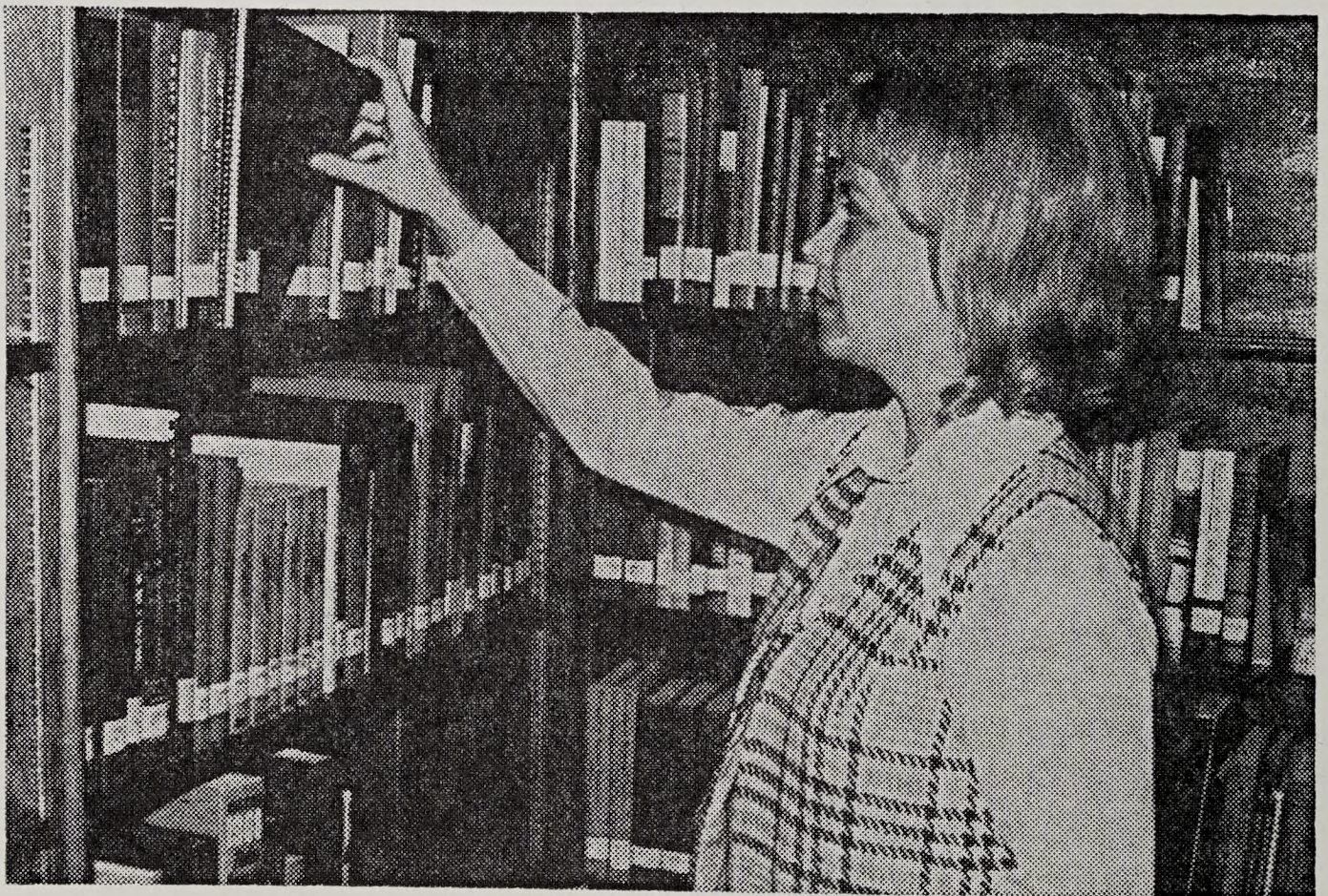
Students may find suitable accommodations in the Smithfield area. The school will help students who request assistance in finding living quarters.

THE LIBRARY

Presently, the library at Johnston Technical Institute contains more than 3,000 volumes and 90 periodicals of general and technical interest. The collection which is continuing to expand is designed to serve the students, faculty, staff, as well as the community at large.

The library staff is available for reference and reader's advisory assistance. The operating schedule is arranged in a way which provides both day and evening students ample time and opportunity for extended periods of study.

The seating capacity is 50 with 24 carrels located in the stack area.

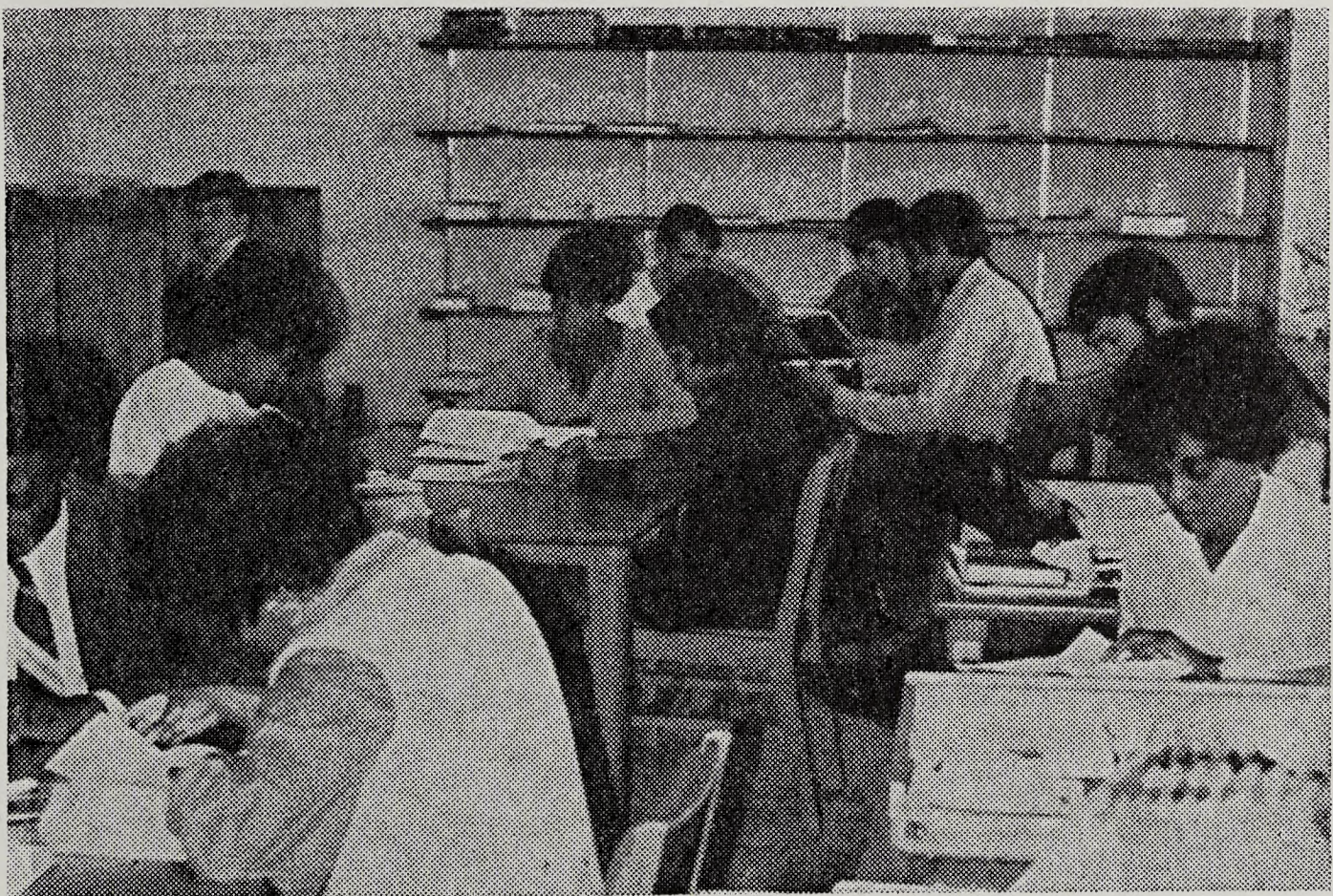


PROGRAMMED INSTRUCTION LEARNING LABORATORY

The Programmed Instruction Learning Laboratory provides an opportunity for any interested adult, regardless of his educational background, to select appropriate courses of study from a wide variety of programmed instruction courses ranging in difficulty from elementary school level to college level. Individuals studying most of these courses are completely free to set their own study pace. Students who are advised to complete phases of programs leading to a high school diploma, or who are required to do remedial study in association with a curriculum, are expected to show steady progress toward a predetermined objective of learning laboratory study. There are no teacher-administered tests, grade assignments, or set speeds of completion for most programmed instruction courses. Many courses are included in each of the following areas:

BUSINESS AND INDUSTRY
DATA PROCESSING
ENGLISH
FOREIGN LANGUAGES
LEISURE ACTIVITIES
HEALTH AND SAFETY

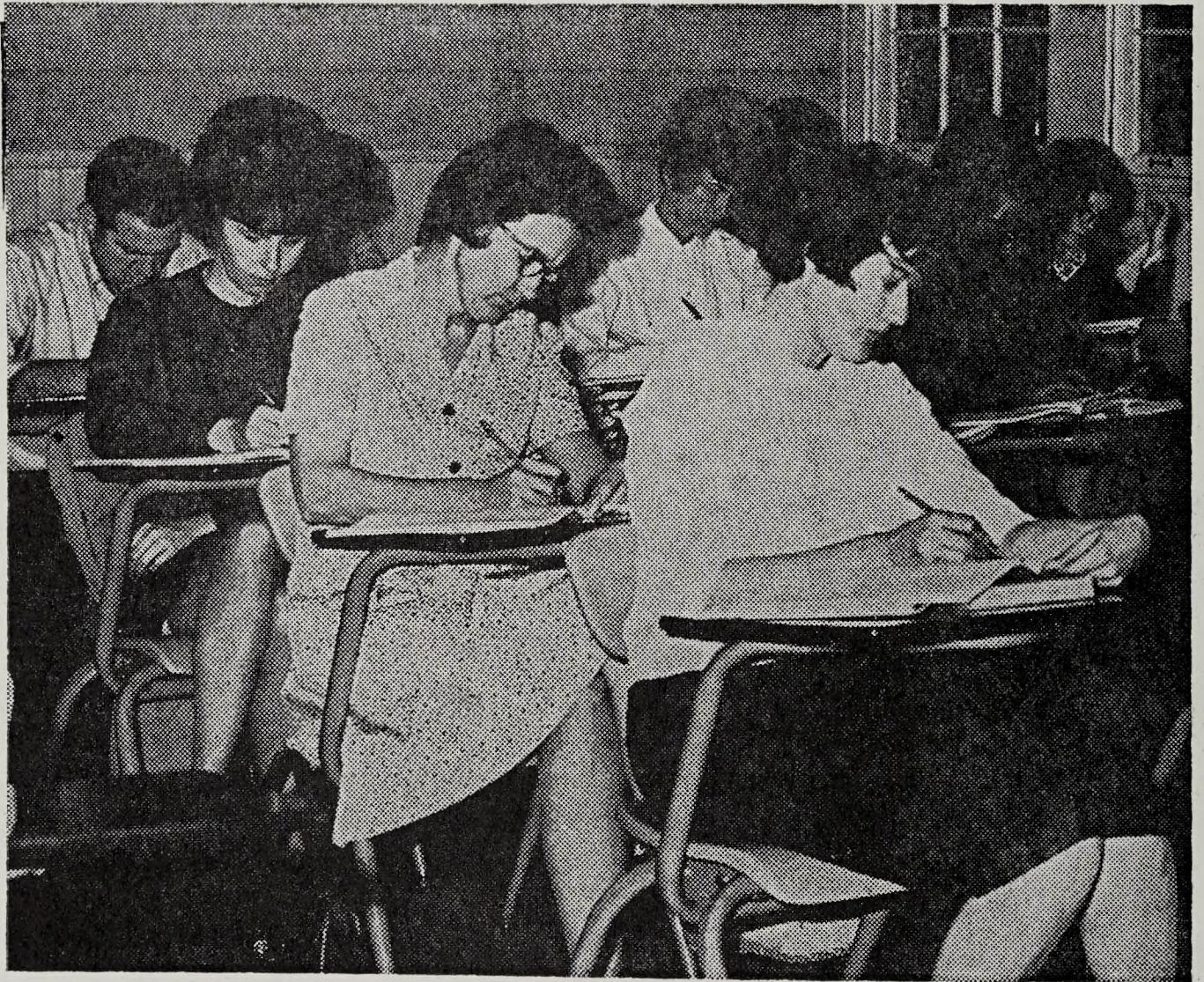
MATHEMATICS
PSYCHOLOGY
READING
RELIGION
SCIENCE AND TECHNOLOGY
SOCIAL SCIENCES



DIVISION OF CONTINUING EDUCATION

Consistent with its commitment to the philosophy of a comprehensive educational institution, Johnston Technical Institute offers a diversified and flexible program for those individuals who elect to attend class on a less structured basis than that which is required for curriculum study.

Continuing Education Courses include instruction designed for self-improvement, updating, and upgrading to meet increased job demands, plus a variety of general interest offerings. Any course which is consistent with the purposes of the institution will be offered, provided adequate interest is indicated. For additional information regarding the Division of Continuing Education see page 108.

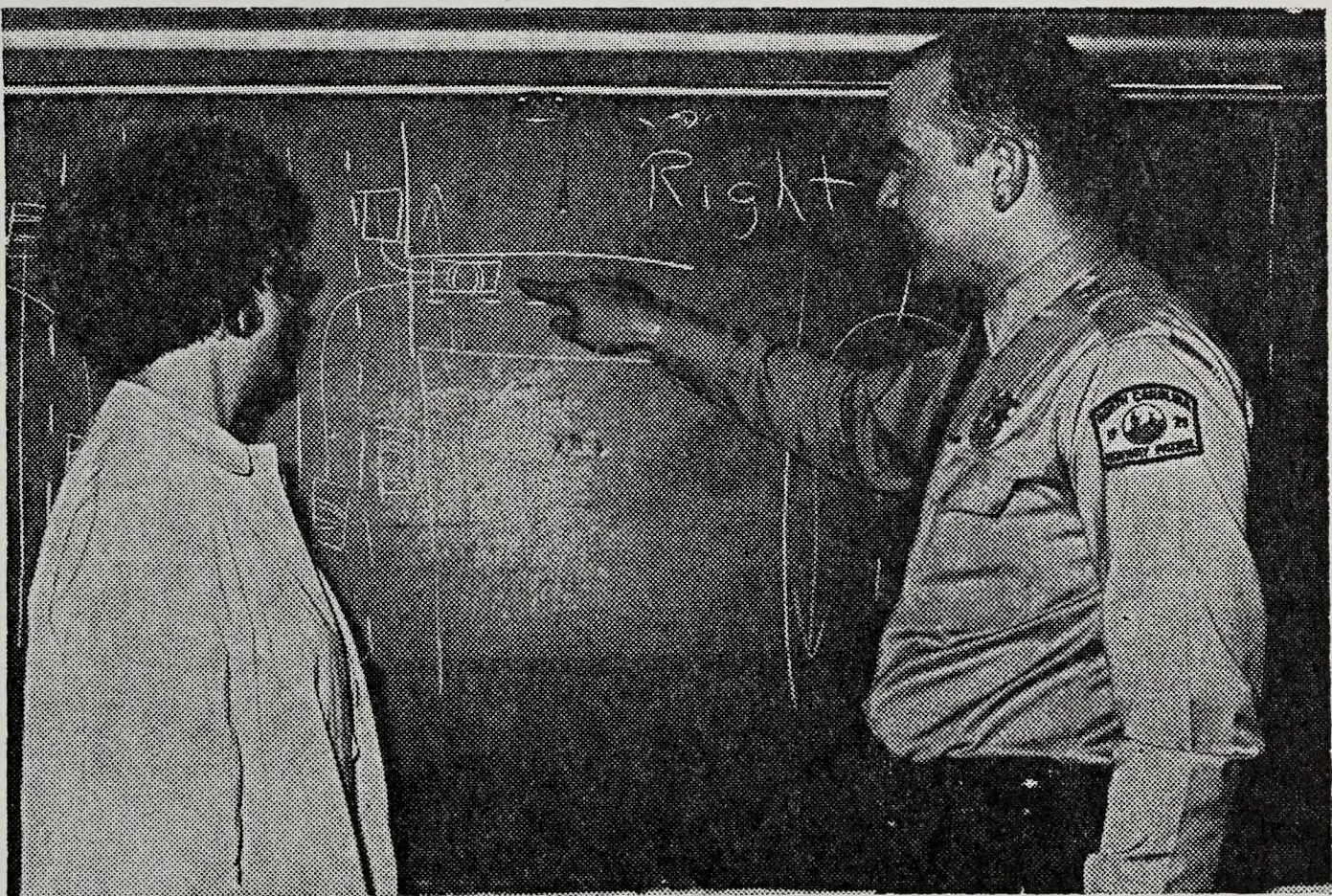


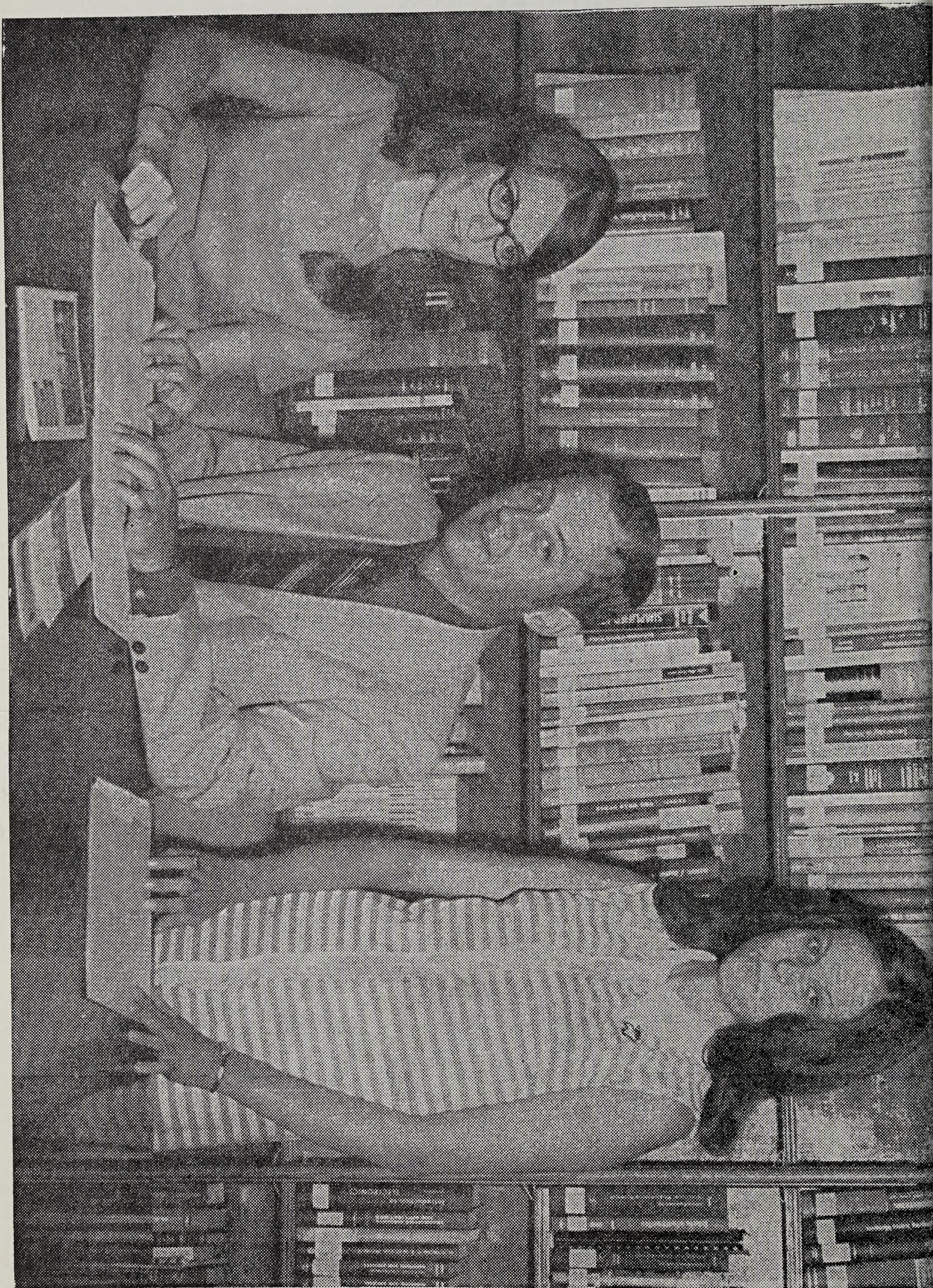
COMMUNITY SERVICES

In addition to offering courses which are structured along the traditional lines of classroom organization, the institution continually strives to serve the community by providing a broad community service program.

Community service organizations including civic, social, and recreational groups are invited to utilize the facilities at the Institute for meetings and other community activities.

Visitors are welcome on the campus at any time. Institutional personnel will arrange tours of the campus and schedule discussion periods for groups who are interested in learning more about the purposes and functions of the community institution.





SERVICES

- Counseling
- Placement
- Financial
- Admissions
- Health
- Curriculum Advisement
- Veterans Affairs

COUNSELING

The counseling service provides professional assistance to help students assess and understand their abilities, aptitudes, interest, and personality characteristics. Information is made available concerning local, state, and national job opportunities, and assistance is provided to help students utilize this information in making career decisions. As tentative career goals are established, the counselor is able to help students plan courses of study which will facilitate the achievement of long-range goals. In addition to vocational and educational counseling, the counselor is prepared to assist students in working through personal and social concerns.

PLACEMENT

Johnston Technical Institute provides job placement service for its students. By working closely with industry and business, the Institute assists prospective graduates in locating job opportunities. Although the Institute does not guarantee placement to its students, it does provide employment leads prior to and after graduation for those who are completing or have completed programs of study.

FINANCIAL

Tuition and Fees

Johnston Technical Institute offers educational opportunity at minimum cost to the student. Tuition fees are set by the State Board of Education and are subject to change without notice. The cost of textbooks and supplies are additional expenses which vary according to the program of study. Current basic fees to be paid by resident students upon enrollment are as follows:

Technical and Vocation Programs

Tuition for full-time curriculum students \$32.00 per quarter

Tuition for part-time curriculum students 2.50 per quarter hour

Activity Fee

Each full-time degree and diploma students shall pay a \$7.00 per quarter student activity fee.

Financial Aid

Johnston Technical Institute will attempt to help meet the finan-

cial need of every qualified student, and subscribes to the following policies and principles: (1) The purpose of financial aid is to supplement the resources of the student and his family; it does not exist to replace these sources of support. The primary responsibility for financing education rests with the family and the family is expected to contribute according to its income and assets to a student's educational expenses. The student is expected to share in this responsibility through savings, summer work, and part-time employment, if necessary. (2) In considering a student for financial aid, the Institute considers both the applicant's financial need and potential for success in accomplishing his educational goal. (3) Aid may be used for tuition and fees, books, personal needs, travel and room and board if necessary in order for the student to maintain himself in school. Aid may not be used to repay debts previously incurred.

Students needing assistance should contact the Office of Student Affairs. Resources for the student are listed below.

1. Educational Opportunity Grants are direct grants of gift assistance awarded to students of exceptional financial need and creative or academic promise. A grant may cover half of the student's total need.

2. Loan Funds

- a. Federal Student Loan Funds: The Institute participates in National Defense Loan Program.
- b. Emergency loan funds have been established by organizations and individuals.
 1. Smithfield Jaycee Short Term Fund
 2. Carolina Timber Management Company Short Term Loan Fund
- c. College Foundation: The Institute serves as a certifying agency for the Insured Loan Program and Bryan Foundation loans.

3. Work Study

The Institute participates in the federal college work-study program. Under this program jobs are available to students from low income families. A student may work on campus up to 15 hours a week. The Institute also participates in the Plan to Assure College Education in North Carolina (PACE-NC) both during the academic year and the summer. The

plan provides off-campus work-study jobs in non-profit and public service agencies.

The Institute serves as a referral agency for the following resources:

- a. Veterans Administration Benefits
- b. Social Security
- c. Department of Social Services
- d. Employment off Campus
- e. Vocational Rehabilitation

ADMISSIONS

Johnston Technical Institute operates with an "Open Door" admission policy. Any high school graduate or non-graduate eighteen years of age or older may be admitted to the Institute, providing he makes application and can benefit from a program of instruction.

Placement in a specific program of study is based on guidelines developed to help the student select a program of study appropriate to his interest, aptitudes, and aspirations. These guidelines allow the admissions counselor and the student to evaluate the student's chance of success in a particular program, and thus help to prevent loss of student time and effort as a result of unsatisfactory achievement. Should a student desire a program of study but does not have the appropriate educational background, the institute has available personnel and facilities to prepare him for successful placement in such a program.

Admission Procedure

Application forms may be obtained in person, by telephoning, or by writing to:

Dean of Student Affairs
Johnston Technical Institute
Post Office Box 29
Smithfield, North Carolina 27577

Telephone: Four Oaks 963-7531

Occupational Education Programs

Applicants for all occupational educational programs are required to complete the following steps:

1. Submit a completed application form
2. Submit a transcript of records from the high school and other post-secondary educational institution attended.
3. Report to the Institute for an interview.

The following additional requirement applies to applicants for admission and placement in all technical programs and Practical Nurse Education. The student must be a graduate of an accredited high school or have a State approved equivalent education.

Generally, placement tests are given at the time of registration to aid in appropriate placement of students in courses. Such tests are only for course placement purposes and are not admissions tests.

Part-time and special students may be admitted under a special provision which allows them to take up to fifteen quarter hours of credit courses before completing full admission requirements. However, all admission requirements must be met by the time the student has completed fifteen quarter hours of work, if credit is to be granted toward a degree or diploma.

N. C. Resident Students

A resident student is generally defined as one whose legal residence for the past six months has been within the State of North Carolina.

Out-of-State Students

Entrance requirements and admission procedures for persons who reside outside the State of North Carolina are the same as for residents. Tuition for non-residents is $2\frac{1}{2}$ times that for residents.

Accident Insurance

Accident insurance, covering the student during hours in school and transportation to and from school, is available for approximately \$2.50 per year. This insurance is not required but it is strongly recommended.

Refunds

Except for students receiving Veteran's Education Assistance,

tuition refunds shall not be made unless the student is, in the judgment of the institution, compelled to withdraw for unavoidable reasons. In such cases, two-thirds of the student's tuition may be refunded, if the student withdraws within ten calendar days after the first day of classes as published in the school calendar. Tuition refunds will not be considered after that time. Tuition refunds will not be considered for tuition of five dollars or less, except, if a course or curriculum fails to materialize, in which cases all of the student's tuition shall be refunded.

Textbooks and Supplies

Costs of textbooks and supplies are additional expenses for which the student should plan. These expenses vary according to program of study, but usually range from approximately \$30.00 to \$50.00 per quarter. These items may be purchased from the Institute bookstore. The first quarter of registration is generally the most expensive.

Transfer Students

Johnston Technical Institute will consider acceptance of credits from all institutions within the State Community College System and other accredited post-secondary institutions. Transfer students must:

- (1) File a completed application form for admission.
- (2) Furnish a transcript of all previous academic work in colleges and/or other post-secondary institutions attended.

Generally, grades of "C" or better are considered for transfer.

HEALTH SERVICES

A first aid station is located in the new classroom building. Students who have physical limitations or special health conditions are urged to inform their instructors and the Office of Student Affairs.

CURRICULUM ADVISEMENT

Registration

The Institute operates on the quarter system. All students are expected to register during the time set aside for that purpose. Registration dates will be announced and will be listed in the

Institute's Calendar of Events. A permit to register must be secured from the office of Student Affairs before beginning the registration process. Each student is assigned an advisor who assists him in planning his program of study and approving his registration.

Late Registration Fee

A late registration fee of \$5.00 is charged to all students who complete registration after the announced date of registration, as listed in the institute calendar. Registration is not complete until all fees are paid.

For Continuing Education students, advanced registration is generally available by visiting or calling the Institute. Regular registration for Continuing Education courses is generally held at the first meeting of the class in the classroom.

Evaluation

General Studies and Occupation-Technical Divisions

- E — Excellent attainment in meeting the objectives of the course as developed by the instructor and the department.
- G — Above average attainment in meeting the objectives of the course as developed by the instructor and the department.
- S — Minimum acceptable attainment in meeting the objectives of the course as developed by the instructor and the department.
- I — Needs additional work in course in order to meet minimum course objectives. The removal of an (I) is a matter to be decided upon by the student, instructor, and department(s) for completion of course objectives. An (I) does not count as attempted hours.

Change of Curriculum

Changes in curriculum, enrollment has been completed, is permissible only after consultation with the curriculum advisor and a counselor.

Withdrawals

A student who desires to withdraw from a course or from the institution should first consult his advisor. Official withdrawal then is accomplished only after the student has reported to the Office of Student Affairs for consultation with a counselor.

Attendance Regulation

A student is expected to attend every class for which he is scheduled. No class cuts are provided. Class attendance is taken into consideration in evaluating the student's progress toward meeting course objectives.

Any student absent for a total of three consecutive or five cumulative instructional hours in a particular course may be dropped from that course by the instructor. Students dropped from a course will be notified by the institute. Absences may be excused at the discretion of the instructor in such situations as personal illness, death in the immediate family, or participation in school activities.

Students should notify their instructors or the Office of Student Affairs prior to anticipated dates of absences whenever possible.

Course work missed due to absence from classes may be made up with approval of the instructor and at the instructor's convenience. It is the student's responsibility to take the initiative in arranging with his instructors to make up work missed.

Requirements for Graduation

A student is eligible for graduation when:

1. He has become proficient in the courses specified and required for his curriculum.
2. He has paid all financial obligations owed to the Institute.
3. He has filed an official application for graduation.

Each student who satisfactorily completes a Technical Program of study will be awarded the Associate Degree in Applied Science.

Students who satisfactorily complete the two-year General Education program will be awarded the Associate Degree in General Education.

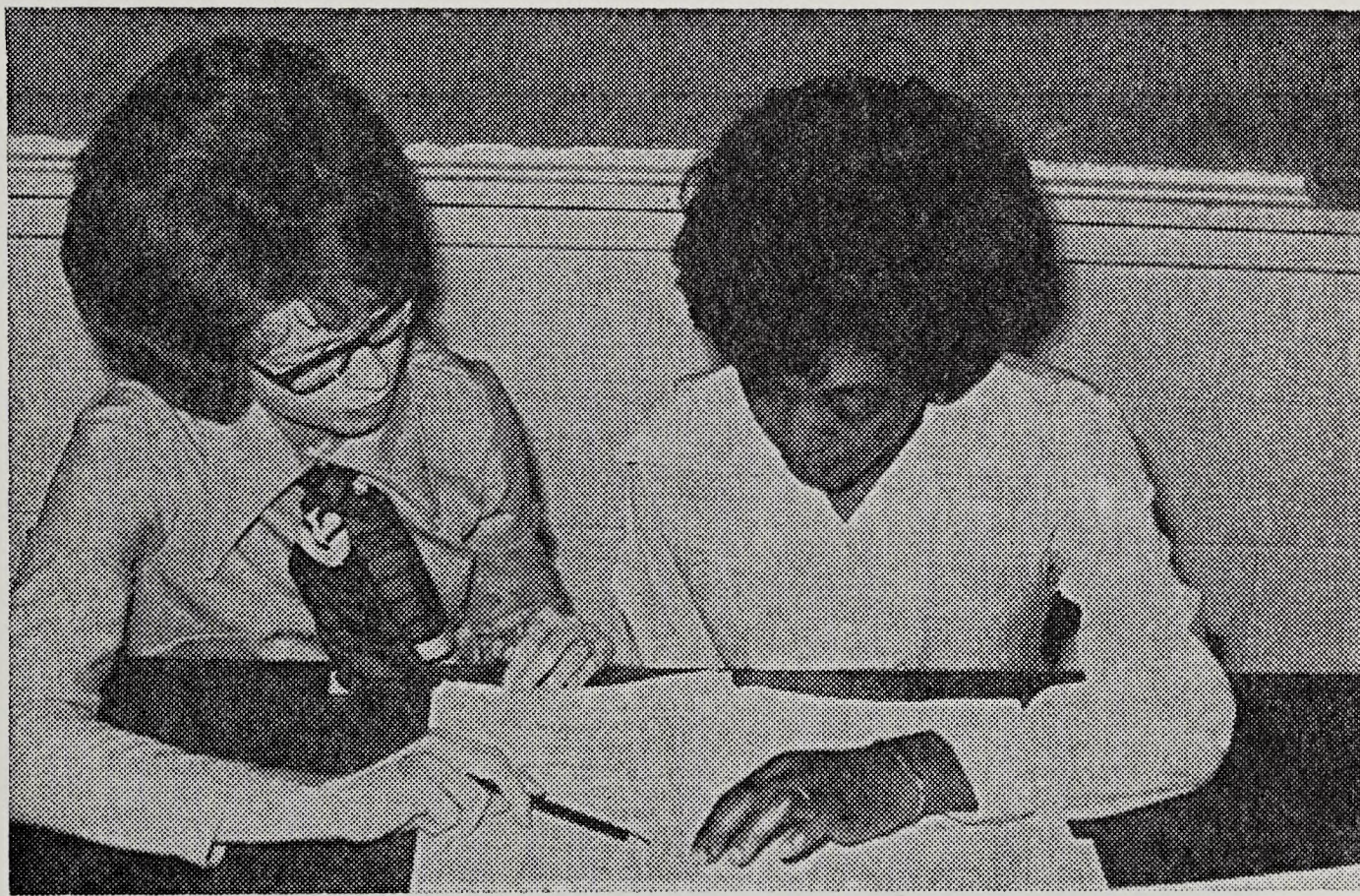
The diploma is awarded to each student who satisfactorily completes a one-year Vocational Education Program.

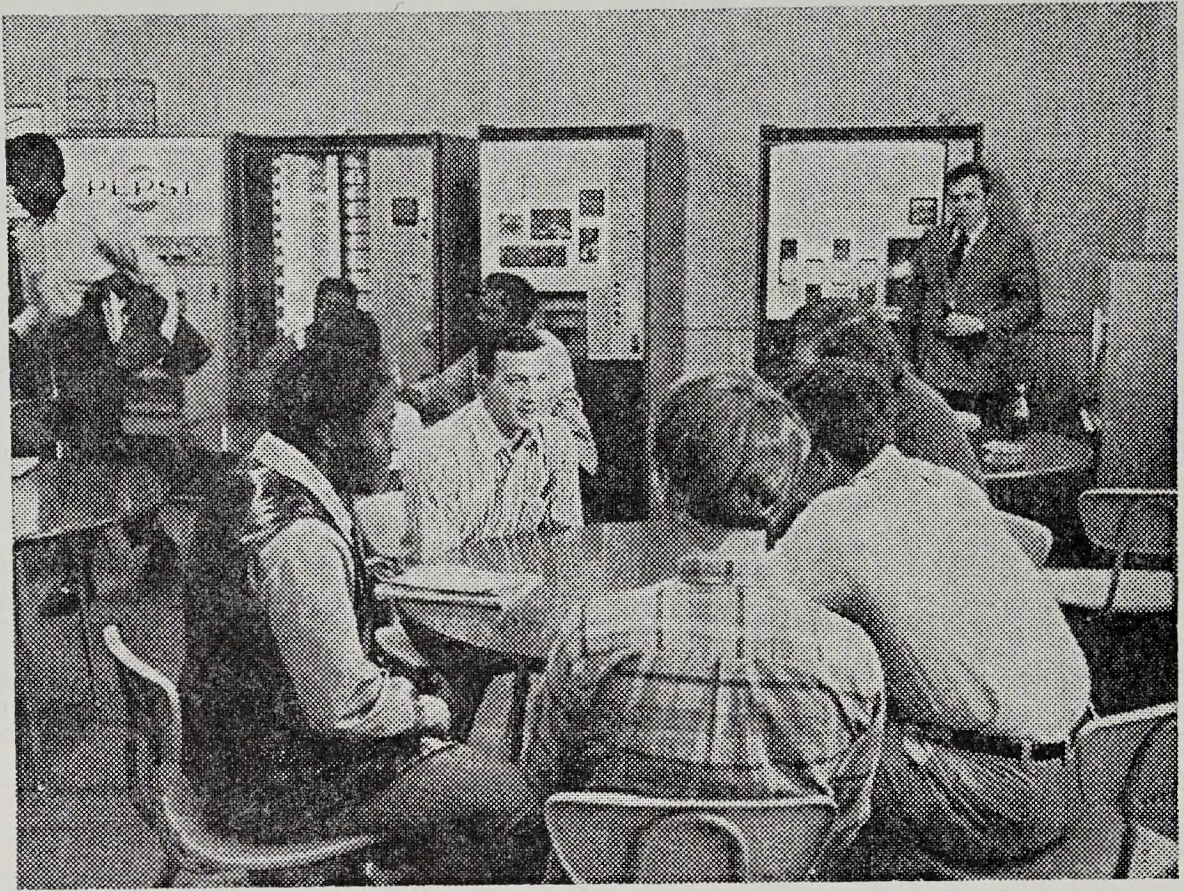
VETERANS AFFAIRS

Veterans are invited to take advantage of the guidance services and educational programs offered by the Institute. Johnston Technical Institute cooperates with the Veterans Administration and with the North Carolina Veterans Commission in assisting veterans. Children of disabled or deceased North Carolina veterans may receive assistance in payment of tuition and fees. For information and

application forms, students should contact their local Veterans Affairs Office.

Veterans enrolled under the G. I. Bill, in order to receive full benefits, are required to carry a full class load. It is a policy of this institution to permit students to enroll in additional subjects and laboratory work beyond those shown in the catalog in order to broaden their knowledge. When in any quarter the total weekly contact hours listed are fewer than twenty-five hours in a technical curriculum or thirty hours in a vocational trade curriculum, a student may enroll, on request, for additional instructional hours deemed by the institution to be consistent with the program and appropriate to the student to make up twenty-five hours in a technical curriculum or thirty hours per week in a vocational trade curriculum.





THE STUDENTS

- Student Government
- Clubs
- The Bookstore
- Student Conduct
- Publications
- Student Parking

STUDENT GOVERNMENT

The Student Government Association acts as the duly constituted representative organization of students at the Institute. The association communicates student extra-curricular activities, and stimulates many aspects of student life beyond the classroom, which are vital to a full and meaningful educational experience.

CLUBS

Student clubs which bring together students with similar career, avocational, or academic interests are encouraged. Faculty and staff members serve as advisors and assist in helping to develop clubs and student groups.

THE BOOKSTORE

The Institute Bookstore stocks textbooks, supplies, and miscellaneous items for sale to students. The bookstore is open daily during posted hours and operates with extended hours at the start of each quarter.

STUDENT CONDUCT

Each student has an obligation to partake in the life of the institute in a responsible manner. Students are citizens of the community as well as members of the student body. As citizens, their rights are commensurate with those of other citizens. As individuals associated with Johnston Technical Institute, students remain citizens with duties and responsibilities which are compatible with their rights and privileges.

PUBLICATIONS

A student Yearbook, and Handbook are published annually. Plans are being made to publish a school newspaper.

STUDENT PARKING

Students who operate a motor vehicle on the campus are required to register the vehicle and display a registration sticker. Stickers are available through the Office of Student Affairs and are valid for one school year.

THE CURRICULA

- Vocational Programs
- Technical Programs
- General Education – College Transfer Option Program

VOCATIONAL PROGRAMS

AUTOMOTIVE MECHANICS

This Curriculum provides a training program for developing the basic knowledge and skills needed to inspect, diagnose, repair or adjust components of automotive vehicles. Manual skills are developed in practical shop work using components mounted on stands. Thorough understanding of the operating principles involved in the modern automobile comes in class assignments, discussion, and shop practice. Diagnosing and repair work is assigned on scheduled vehicles.

Complexity in automotive vehicles increases each year because of scientific discovery and new engineering. These changes are reflected not only in passenger vehicles, but also in trucks and buses powered by a variety of internal combustion engines. This curriculum provides a basis for the student to compare and adapt to new techniques for servicing and repair as vehicles are changed year by year.

Automobile mechanics diagnose, maintain, and repair mechanical, electrical, and other component parts of passenger cars, trucks, and buses. In some communities and rural areas they also may repair body parts, service tractors, marine engines and other types equipment. Mechanics inspect and test to determine the causes of faulty operation. They repair or replace defective parts to restore the vehicle or machine to proper operating condition. They use shop manuals and other technical publications to assist in analysis, disassembly and assembly of component parts.

Automotive mechanics in smaller shops usually are general mechanics qualified to perform a variety of repair jobs. A large number of automobile mechanics specialize in particular types of repair work, such as repairing only electrical components, power steering, power brakes, or automatic transmissions. Usually, such specialists have had "all-round" training in general automotive repair.

AUTOMOTIVE MECHANICS

Suggested Courses By Quarters

		Hours Per Week	Qtr.
Course Title		Class	Lab. or Shop Hours Credit
First Quarter			
PME 1101	Internal Comb. Engines	3	12 7
MAT 1101	Fundamentals of Mathematics	5	0 5
DFT 1101	Schematics and Diagrams		
	(Measurement, Tools and Engines	0	3 1
PHY 1101	Applied Science	3	2 4
ENG 1101	Reading Improvement	2	0 2
		13	17 19

Second Quarter

*PME 1102	Engine Elect. and Fuel Systems	5	15	10
DFT 1102	Schematics and Diagrams			
	(Electrical and Fuel Systems)	1	3	2
MAT 1120	Applied Math	3	0	3
ENG 1102	Communication Skills	3	0	3
		<hr/> 12	<hr/> 18	<hr/> 18

Third Quarter

AUT 1123	Brakes, Chassis and Suspension	3	12	7
AHR 1101	Automotive Air Conditioning	2	2	4
DFT 1103	Schematics and Diagrams			
	(Chassis and Braking Systems)	0	3	1
PSY 1101	Human Relations	3	0	3
WLD 1129	Basic Welding	2	3	3
		<hr/> 10	<hr/> 20	<hr/> 18

Fourth Quarter

AUT 1124	Automotive Power Train Systems	3	12	7
AUT 1125	Auto Servicing I	3	9	6
BUS 1103	Small Business Operations	3	0	3
		<hr/> 9	<hr/> 21	<hr/> 16

PME 1202	Auto Elect/Electronics	4	9	7
PME 1203	Engine Tune-Up — Auto	4	9	7
Elective		1	3	2
		<hr/> 9	<hr/> 21	<hr/> 16

PME 1224	Adv. Automatic Trans.	3	12	7
PME 1221	Front Suspension, Alignment and Power Steering	1	3	2
PME 1226	Auto Servicing II or Elective	2	9	5
		<u>6</u>	<u>24</u>	<u>14</u>

PME 1102	3	12	7
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An advanced diploma may be awarded for the successful completion of a Six-Quarter Program.

Course Descriptions

First Quarter

Development of a thorough knowledge and ability in using, maintaining, and storing the various hand tools and measuring devices needed in engine repair work. Study of the construction and operation of components of internal combustion engines. Testing of engine performance; servicing and maintenance of pistons, valves, cams and camshafts, fuel and exhaust systems, cooling systems; proper lubrication; and methods of testing, diagnosing and repairing.

Prerequisite: None

Practical number theory. Analysis of basic operations: addition, subtraction, multiplication and division. Fractions, decimals, powers and roots, percentages,

ratio and proportion. Plane and solid geometric figures used in industry; measurement of surfaces and volumes. Introduction to algebra used in trades. Practice in depth.

Prerequisite: None.

DFT 1101 Schematics and Diagrams 0 3 1

Interpretation and reading of schematics and diagrams. Development of ability to read and interpret blueprints, charts, instruction and service manuals, and wiring diagrams. Information on the basic principals of lines, views, dimensioning procedures, and notes.

Prerequisite: None.

PHY 1101 Applied Science 3 2 4

An introduction to physical principals and their application in industry. Topics in this course include measurement; properties of solids, liquids, and gases; basic electrical principles.

Prerequisite: None.

ENG 1101 Reading Improvement 2 0 2

Designed to improve the student's ability to read rapidly and accurately. Special machines are used for class drill to broaden the span of recognition, to increase eye coordination and word group recognition and to train for comprehension in larger units.

Prerequisite: None.

Second Quarter

PME 1102 Engine Electrical and Fuel Systems 5 15 10

A thorough study of the electrical and fuel systems of the automobile. Battery cranking mechanism, generator, ignition, accessories and wiring; fuel pumps, carburetors,, and fuel injectors. Characteristics of fuels, types of fuel systems, special tools, and testing equipment for the fuel and electrical system.

Prerequisite: PME 1101

DFT 1102 Schematics and Diagrams: Power Mechanics
(Electrical and Fuel Systems) 1 3 2

Interpretation and reading of schematic prints and diagrams. Making sketches of electrical wiring and fuel system components for automotive engines and other internal combustion engines. Learning to identify the various components of the systems by sketching and labeling parts. Practice in tracing wiring systems and diagnosing trouble by using schematics and diagrams found in the automotive service manuals.

Prerequisite: DFT 1101.

MAT 1120 Applied Mathematics 3 0 3

Practical problems are especially selected to ensure mastery of mathematics principles applied to the automobile trades.

Prerequisite: MAT 1101.

ENG 1102 Communication Skills 3 0 3

Designed to promote effective communication through correct language usage in speaking and writing.

Prerequisite: ENG 1101.

Third Quarter

AUT 1123 Brakes, Chassis and Suspension Systems 3 12 7

A complete study of various braking systems employed on automobiles and light weight trucks. Emphasis is placed on how they operate, proper adjustment and repair. Also, the servicing of parking brakes is emphasized. Principles and functions of the components of automotive chassis. Practical job instruction in adjusting and repairing of suspension systems.

Prerequisite: None.

AHR 1101 Automotive Air Conditioning 2 2 4

General introduction to the principles of refrigeration; study of the assembly of the components and connections necessary in the mechanisms, the methods of operation, and control; proper handling of refrigerants in charging the system. Use of testing equipment in diagnosing trouble, conducting efficiency tests and general maintenance work.

Prerequisite: PHY 1101.

**DFT 1103 Schematics and Diagrams: Power Mechanics
(Chassis and Braking Systems)** 0 3 1

Interpretation of prints, schematics and diagrams pertaining to automotive chassis and braking systems. A study of components that make up the front suspension, differential assembly and brake assemblies.

Prerequisite: DFT 1101, DFT 1102.

PSY 1101 Human Relations 3 0 3

A study of basic principles of human behavior. The problems of the individual are studied in relation to society, group membership, and relationships within the work situation.

Prerequisite: None.

WLD 1129 Basic Welding 2 3 3

Basic characteristics of metals, equipment, its construction and operation are presented by means of audio-visuals and other educational media. Welding demonstrations by the instructor and practice by students in the welding shop. Safe and correct methods of assembling and operating gas and arc welding equipment. Practice will be given in surface welding; bronze welding, silver-soldering, and flame-cutting and arc welding methods applicable to mechanical repair work.

Prerequisite: None.

Fourth Quarter

AUT 1124 Automotive Power Train Systems	3	12	7
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Principles and functions of automotive power train systems: clutches, transmission gears, torque converters, drive shaft assemblies, rear axles and differentials. Identification of troubles, servicing, and repair.
Prerequisite: AUT 1123.

AUT 1125 Auto Servicing I	3	9	6
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Emphasis is on the shop procedures necessary in "trouble-shooting" the various component systems of the automobile. "Trouble-shooting" of automotive systems, provides a full range of experiences in testing, adjusting, repairing and replacing components. A close simulation to an actual automotive shop situation will be maintained.
Prerequisite: PME 1102, AUT 1123, AHR 1101.

BUS 1103 Small Business Operations	3	0	3
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An introduction to the business world, problems of small business operation, basic business law, business forms and records, financial problems, ordering and inventorying, layout of equipment and offices, methods of improving business, and employer-employee relations.
Prerequisite: None.

Fifth Quarter

PME 1202 Auto Electrical/Electronics	4	9	7
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A thorough study of the theory and operation of various automobile electrical units and systems. Maintenance and testing procedures, diagnosis and repair of all types of electrical/electronic components, especially the transistor circuits, found on the modern automobile.
Prerequisite: PME 1102.

PME 1203 Automotive Engine Tune-Up	4	9	7
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This course is designed to provide depth in the understanding and use of various types of tune-up equipment. Emphasis is placed on gaining knowledge of the waveforms of the oscilloscope and other units on the Tune-Up Tester. Through proper use of tune-up equipment, the student is expected to demonstrate his ability to diagnose malfunctions in ignition systems, cranking motors and charging circuits.
Prerequisite: PME 1102, DFT 1102.

Sixth Quarter

PME 1224 Advanced Automatic Transmissions	3	12	7
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This course is designed to provide a measure of depth in the understanding of automatic transmissions. Instruction includes classroom study, demonstrations, and student participation in disassembly, reassembly, and testing of selected transmissions. Special emphasis is placed on principles, function, construction,

operation, servicing and "trouble-shooting" procedures and repair of various types of automatic transmissions.

Prerequisite: PME 1124.

PME 1221 Front Suspension, Alignment and Power Steering

1 3 2

Theory of operation, correct disassembly and mounting of all front suspension parts on various types of frames (car and light truck). A thorough understanding of the function and repair of steering gears (Power and standard), shock absorbers, springs, wheels and tires, pumps, rams, etc. is gained. Theory and application of steering geometry, correct diagnosis of problems and use of the alignment and balancing machines; analysis and correction of tire wearing problems, vibrations, hard steering, pulling, etc. is experienced.

Prerequisite: AUT 1123.

PME 1226 Automobile Servicing II

2 9 5

Emphasis is placed on "trouble-shooting" and repairing the various component systems on vehicles provided for general repairs. The student is given in depth experiences in diagnosis, testing, adjusting, repairing, and replacing component parts.

Prerequisite: AUT 1125.

ELECTIVES

BUS 1105 Industrial Organizations

3 0 3

Methods, techniques, and practices of modern management in planning, organizing and controlling operations of a manufacturing concern. Introduction to the competitive system and the factors constituting product cost.

Prerequisite: None.

ECO 1114 Industrial Economics (Basic)

3 0 3

The fundamental principles of economics including the institutions and practices by which people gain a livelihood in our industrial society. Topics include production, consumption, exchange and distribution of materials and resources, money and credit, business fluctuations, labor and management.

Prerequisite: None.

ISC 1101 Industrial Safety

3 0 3

A study of the development of Industrial Safety; accident occurrence and prevention; analysis of accident causes and costs; basic factors of accident control; safety education and training; accident reporting and records; employer and employee responsibility; safety organizations; first aid; mechanical safeguards; personal protective equipment use; materials handling; fire prevention and protection; safety codes; and accident statistics.

Prerequisite: None.

ENG 1103 Report Writing	3	0	3
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Fundamentals of correct language usage applied to report writing. Emphasis is placed on principles of report construction and application to various report forms.

Prerequisite: ENG 1102.

MAT 1102 Math (Algebra)	3	0	3
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Basic concepts and operations of algebra: historical background of our base-10 number system; algebraic operations: addition, subtraction, multiplication and division; fractions, letter representation, grouping, factoring, ratio and proportions, variation; graphical and algebraic solution of first degree equations; solution of simultaneous equations by: addition and subtraction, substitution, graphing; exponents, logarithms, tables and interpolation.

Prerequisite: None.

MEC 1112 Machine Shop Processes	0	6	2
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To acquaint the student with the procedures of layout work and the correct use of hand and machine tools. Experiences in the basic fundamentals of drill press and lathe operation; hand grinding of drill bits and lathe tools; set-up work applied to the trade.

Prerequisite: None.

PHY 1102 Applied Science	3	2	4
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The second in a series of two courses of applied physical principles. Topics introduced in this course are heat and thermometry, and principles of force, motion, work, energy, and power.

Prerequisite: PHY 1101.

PME 1105 Diesel Engine Fuel Systems	3	9	6
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Fuel analysis, air induction, fuel systems with emphasis on pumps and injectors — their calibration and adjustments, combustion and precombustion chambers and exhaust systems.

Prerequisite: PME 1101 and PME 1102 or work experience.

PME 1106 Advanced Diesel Engine Servicing	3	9	6
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This course provides experience in the procedures to be followed for starting an engine, controlling the speed and load, checking the engine temperatures and pressures, and synchronizing diesel-electric sets. Included in this course are dynamometer tests to determine the operating characteristics of an engine, such as horsepower, torque, fuel consumption, and mechanical and thermal efficiencies. Test equipment used includes planimeters, pyrometers, cylinder indicators, compression and vacuum gages, gas analyzers, gage testers, and manometers.

Prerequisite: PME 1103, PME 1105 or work experience.

PME 1103 Diesel Engine Servicing	2	3	3
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A study and practice in the servicing and repair of diesel engines and

components. A study of fuels and special handling precautions, diesel engine principles, design, construction, reboring and installing of cylinder sleeves, and the operation of auxiliary engine controls.

Prerequisite: PME 1102 or work experience.

PME 1126 Small Engine Repair **2** **3** **3**

The small engine repair is offered to train people in the maintenance and overhaul of the two and four cycle engines. Enrollees are taught to repair and replace defective parts of the small engines used to power boats, lawn mowers, garden tractors, chain saws, rototillers, and similar machines. Instruction in safety is one of the major responsibilities of the course.

Prerequisite: PME 1101 or work experience.

PME 1227 Power Accessories **5** **0** **5**

This course is designed to acquaint the student with the operation, service, and repair of power operated seats, windows, tops, windshield wipers, radio antennas; etc. It should insure the development of the student's ability to understand and trace out the circuits of the electrical accessories, to enhance his skill in diagnosing trouble and repairing damaged circuits. He will apply his knowledge in drawing and reading schematics diagrams of electrical circuits.

Prerequisite: PME 1202 or work experience.

WLD 1130 Intermediate Welding **1** **3** **2**

Welding instruction and shop demonstrations in modern welding methods used by mechanics to fabricate steel and to maintain the equipment. The student learns procedures and techniques of joining frame members, supporting members, struts, braces, and other parts according to approved practices.

Prerequisite: WLD 1129.

DFT 1180 Drafting -Trade I **2** **3** **3**

This is an introductory course in drafting for students needing a knowledge of drawing principles for reading and describing objects in the graphic language. Instruction and practice is given in lettering, orthographic projection, free-hand sketching, sectioning and dimensioning. The student uses drawing instruments in making orthographic and working drawings, and in the solution of geometrical problems.

Prerequisite: None.

PME 1121 Braking Systems (Truck) **2** **3** **3**

A complete study of various braking systems used on automobiles and light trucks. Emphasis is placed on how they operate, the proper adjustment and repair.

Prerequisite: None.

PME 1184 Co-op Summer Work (Min.) **0** **15** **5**

This is full-time or part-time prearranged on-the-job training. The student is placed in a garage to gain experience during the summer and by contract,

Prerequisite: Three or more quarters of instruction.

In depth study of the principles of refrigeration; extensive practice in disassembly and the assembly of the component parts; diagnosis of malfunctioning; the proper methods of repair and handling of refrigerants in charging the various systems.

Prerequisite: AHR 1101 or work experience.

In this course, the general principles of engine “trouble-shooting” including the electrical and fuel systems are gained. In addition, a study is made of the engine design and construction along with the four-stroke cycle and the two-stroke cycle principles of engine operation. The details of the engine lubrication, maintenance, and operation of cooling systems are stressed.

Prerequisite: PME 1101 or work experience.

A basic study of measurement and the various systems. How to use and read the various rules, scales, calipers, micrometers and other precision measuring tools used in mechanical work. Included is the reading of the basic electrical meters used in testing.

Prerequisite: None.

The basic theories and uses of hydraulic and pneumatic systems, and also, the combination of systems. Basic designs and functions of circuits and motors, controls, electro-hydraulic servo-mechanisms, filtration, accumulators and reservoirs. Installation and maintenance of the components will be made by the students.

Prerequisite: PHY 1101.

The purpose of this course is to broaden the students' experiences in the areas of mechanics. Problems involving experimentation, investigation and writing of a research report involving automobiles, mechanical operations and general maintenance and repair required for machinery may be basis for investigation.

Prerequisite: All curriculum courses.

DRAFTING – BUILDING TRADES

The Drafting program is designed to prepare students to enter the field of architectural drafting. The first two quarters contain courses basic to all fields of drafting. The third and fourth quarters contain specialization and related courses that prepare one to enter architectural drafting occupations.

The Drafting program enables an individual to advance rapidly in drafting proficiency upon entering the field of work. Courses are arranged in sequence to develop drafting skills and proficiency in mathematics and science. The draftsman associates with many levels of personnel – administrative, architects, engineers, skilled workmen – and must be able to communicate effectively with them. Courses to develop knowledge and skills in communication, human relations, economics and industrial organization are provided to assist the student in developing understandings and confidence in his relations with other persons.

The draftsman prepares clear, complete, and accurate working plans and detail drawings from rough or detailed sketches or notes for engineering or manufacturing purposes, according to the specified dimensions. Skill in the manipulation of the triangle, T-square, and other drawing instruments is required. He makes sketches of proposed drawings, checking dimensions, materials to be used, the relation of one part to another, and the relation of the various parts to the whole structure. He makes any adjustments or changes necessary or desired, and inks in lines and letters on pencil drawings as required. He may trace drawings in pencil or ink, prepare charts for representation of statistical data, and make finished designs from sketches. He utilizes knowledge of various machines, engineering practices, mathematics, building materials, and other physical sciences to complete the drawings.

The building trades draftsman performs the general duties of a draftsman and also specializes in the organizing and drawing of working drawings from final sketches from the designer with mechanical equipment and structural drawings included.

DRAFTING — BUILDING TRADES

Suggested Courses By Quarters

		Hours Per Week		Quarter
Course Title		Class	Lab.	Hours Credit
First Quarter				
DFT 1121	Drafting	3	12	7
MAT 1103	Geometry	3	0	3
ENG 1101	Reading Improvement	2	0	2
PHY 1101	Applied Science	3	2	4
		<hr/> 11	<hr/> 14	<hr/> 16
Second Quarter				
DFT 1122	Drafting	3	6	5
DFT 1125	Descriptive Geometry	2	3	3
MAT 1102	Algebra	5	0	5
ENG 1102	Communication Skills	3	0	3
PHY 1102	Applied Science	3	2	4
		<hr/> 16	<hr/> 11	<hr/> 20
Third Quarter				
DFT 1141	Building Trades Drafting	3	12	7
MAT 1104	Trigonometry	3	0	3
DFT 1144	Building Materials and Methods	3	0	3
DFT 1143	Building Mechanical Equipment	3	0	3
PSY 1101	Human Relations	3	0	3
		<hr/> 15	<hr/> 12	<hr/> 19
Fourth Quarter				
DFT 1142	Building Trades Drafting	3	12	7
DFT 1145	Specifications and Contracts	3	0	3
CIV 1101	Surveying	2	0	3
BUS 1103	Small Business Operations	3	0	3
		<hr/> 11	<hr/> 15	<hr/> 16

DRAFTING — BUILDING TRADES

Course Descriptions

	Hours Per Week		Quarter Hours Credit
	Class	Lab.	
First Quarter			
DFT 1121 Drafting	3	12	7
An introduction to drafting and the study of drafting practices. Instruction is given in the selection, use and care of instruments, singlestroke lettering, applied geometry, freehand sketching consisting of orthographic and pictorial drawings. Orthographic projection, reading and instrument drawing of principal views, single auxiliary views (primary), and double (oblique) auxiliary views will be emphasized. Dimensioning and note practices will be studied with reference to the American Standards Association practices. Methods of reproducing drawings will be included at the appropriate time.			
Prerequisite: None			
MAT 1103 Geometry	3	0	3
Fundamental properties and definitions; plane and solid geometric figures, selected general theorems, geometric construction of lines, angles and plane figures. Dihedral angles, areas of plane figures, volumes of solids. Geometric principles are applied to shop operations.			
Prerequisite: None			
ENG 1101 Reading Improvement	2	0	2
Designed to improve the student's ability to read rapidly and accurately. Special machines are used for class drill to broaden the span of recognition, to increase eye coordination and word group recognition and to train for comprehension in larger units.			
Prerequisite: None			
PHY 1101 Applied Science	3	2	4
An introduction to physical principles and their application in industry. Topics in this course include measurement; properties of solids, liquids, and gases; basic electrical principles.			
Prerequisite: None			
Second Quarter			
DFT 1122 Drafting	3	6	5
The trainee will study simple and successive revolutions and their applications to practical problems. Sections and conventions will be studied and both detail and assembly sections will be drawn. Intersections and developments will be studied by relating the drawing to the sheet metal trades. Models of the as			

signed drawings will be made from construction paper, cardboard, or similar materials as a proof of the solution to the problems drawn.

Methods of drawing and projecting axonometric, oblique, and perspective drawings will be studied with emphasis on the practical applications of pictorial drawings. Various methods of shading will be introduced and dimensioning and sectioning of oblique and axonometric pictorials will be done.

Prerequisite: DFT 1121.

DFT 1125 Descriptive Geometry 2 3 3

Graphical analysis of space problems. The problems deal with practical design elements involving points, lines, planes, connectors, and a combination of these. Included are problems dealing with solid geometry theorems. Where applicable, each graphical solution shall be accompanied by the analytical solution.

Prerequisite: DFT 1121.

MAT 1102 Algebra 5 0 5

Basic concepts and operations of algebra: historical background of our base-10 number system; algebraic operations: addition, subtraction, multiplication and division; fractions, letter representation, grouping, factoring, ratio and proportions, variation; graphical and algebraic solution of first degree equations; solution of simultaneous equations by: addition and subtraction, substitution, graphing; exponents, logarithms, tables and interpolation.

Prerequisite: None

ENG 1102 Communication Skills 3 0 3

Designed to promote effective communication through correct language usage in speaking and writing.

Prerequisite: ENG 1101.

PHY 1102 Applied Science 3 2 4

The second in a series of two courses of applied physical principles. Topics introduced in this course are heat and thermometry, and principles of force, motion, work, energy, and power.

Prerequisite: PHY 1101.

Third Quarter

DFT 1141 Building Trades Drafting 3 12 7

An introduction to architectural drafting. Further development of techniques in lettering, dimensioning, freehand sketching and instrument drawing. Drawings of construction details, using appropriate material symbols and conventions. Working drawings, including plans, elevations, sections, scale details and full-size details will be prepared from preliminary sketches.

Prerequisite: DFT 1122.

MAT 1104 Trigonometry	3	0	3
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Trigonometric ratios; solving problems with right triangles, using tables, and interpolating; solution of oblique triangles using law of sines and law of cosines; graphs of the trigonometric functions; inverse functions, trigonometric equations. All topics are applied to practical problems.
Prerequisites: MAT 1102, MAT 1103.

DFT 1144 Building Materials and Methods	3	0	3
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Materials used in the construction of architectural structures will be studied. Their economic values and limitations affected by locality, budget and codes. Field trips to construction sites and study of manufacturer's specifications for materials. Standard sizes of structural materials and modular construction techniques.
Prerequisite: None

DFT 1143 Building Mechanical Equipment	3	0	3
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General study of heating, air conditioning, plumbing and electrical equipment, materials and symbols. Building code requirements pertaining to residential and commercial structures. Reading and interpretation of working drawings by mechanical engineers.
Prerequisite: DFT 1122.

PSY 1101 Human Relations	3	0	3
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A study of basic principles of human behavior. The problems of the individual are studied in relation to society, group membership, and relationships within the work situation.
Prerequisite: None

Fourth Quarter

DFT 1142 Building Trades Drafting	3	12	7
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Individual and group participation in the preparation of complete working drawings for a complex architectural structure. Study of drafting room organization and relationships of personnel within the architectural office.
Prerequisites: DFT 1141, DFT 1143, DFT 1144.

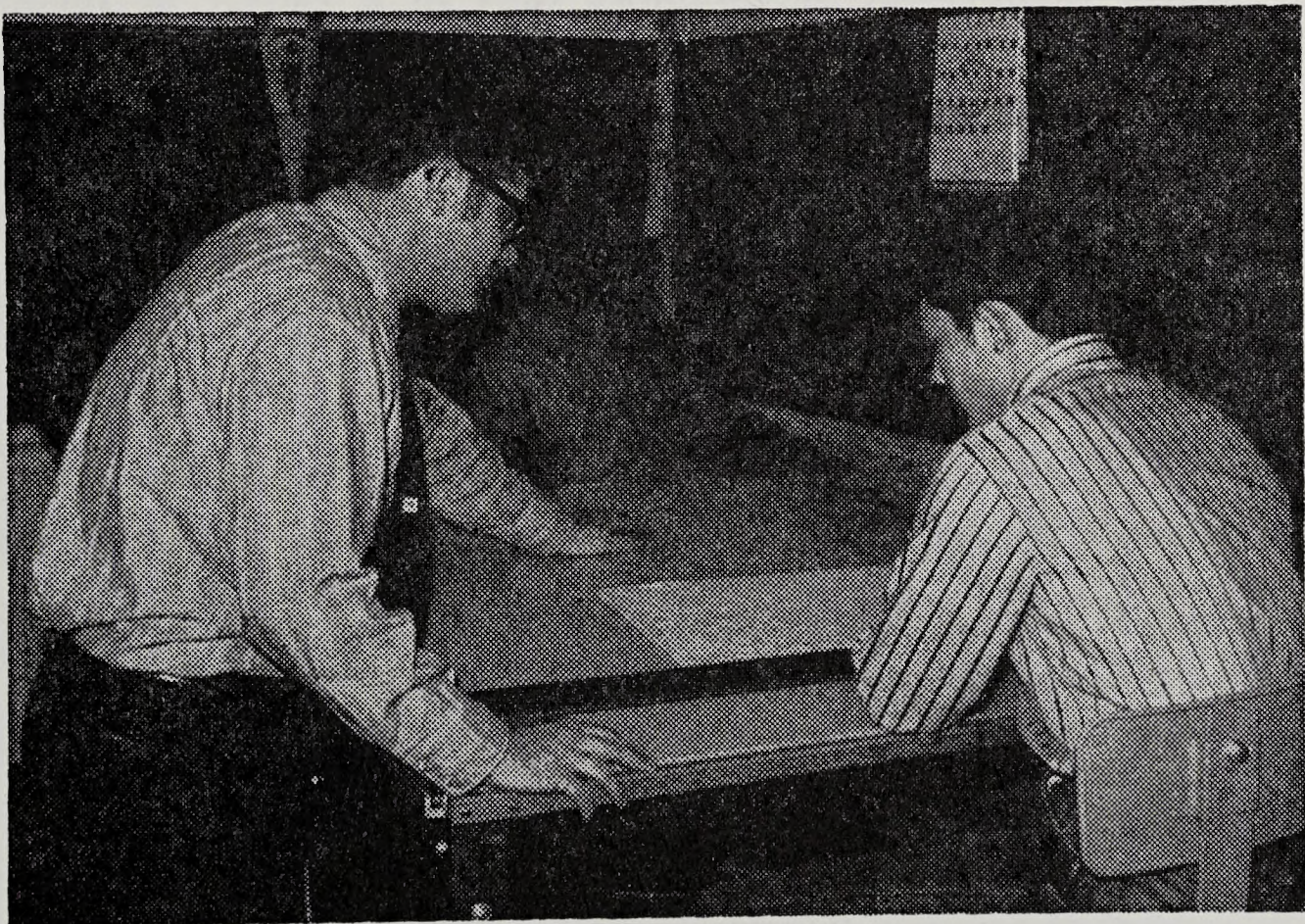
DFT 1145 Specifications and Contracts	3	0	3
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The purpose and writings of specifications will be studied along with their legal and practical application to working drawings. Contract documents will be analyzed and studied for the purpose of client-architect-contractor responsibilities, duties and mutual protection.
Prerequisites: DFT 1141, DFT 1143, DFT 1144.

CIV 1101 Surveying	2	3	3
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Basic instrumentation and topography will be studied together with field trips and drafting room application of site surveying.
Prerequisite: MAT 1104.

An introduction to the business world, problems of small business operation, basic business law, business forms and records, financial problems, ordering and inventorying, layout of equipment and offices, methods of improving business, and employer-employee relations.
Prerequisite: None



INDUSTRIAL ELECTRONICS SERVICING

Industrial Electronics is primarily concerned with electronic control of industrial equipment and processes. Within recent years many manufacturing facilities have turned to automation for assembly line operations. The use of computers and solid state devices have created the need for highly skilled maintenance personnel. Those presently working in this field are discovering that skills previously learned have become obsolete as a result of new advancements in the field of automation. Those entering this rewarding field require a definite background of knowledge and skill in the areas of solid state electronics and computers as applied to industrial control processes.

This program provides the basic knowledge and skills involved in the installation, maintenance and servicing of industrial automation equipment. A large portion of the students' time is spent in the laboratory verifying electronic principles and developing necessary skills.

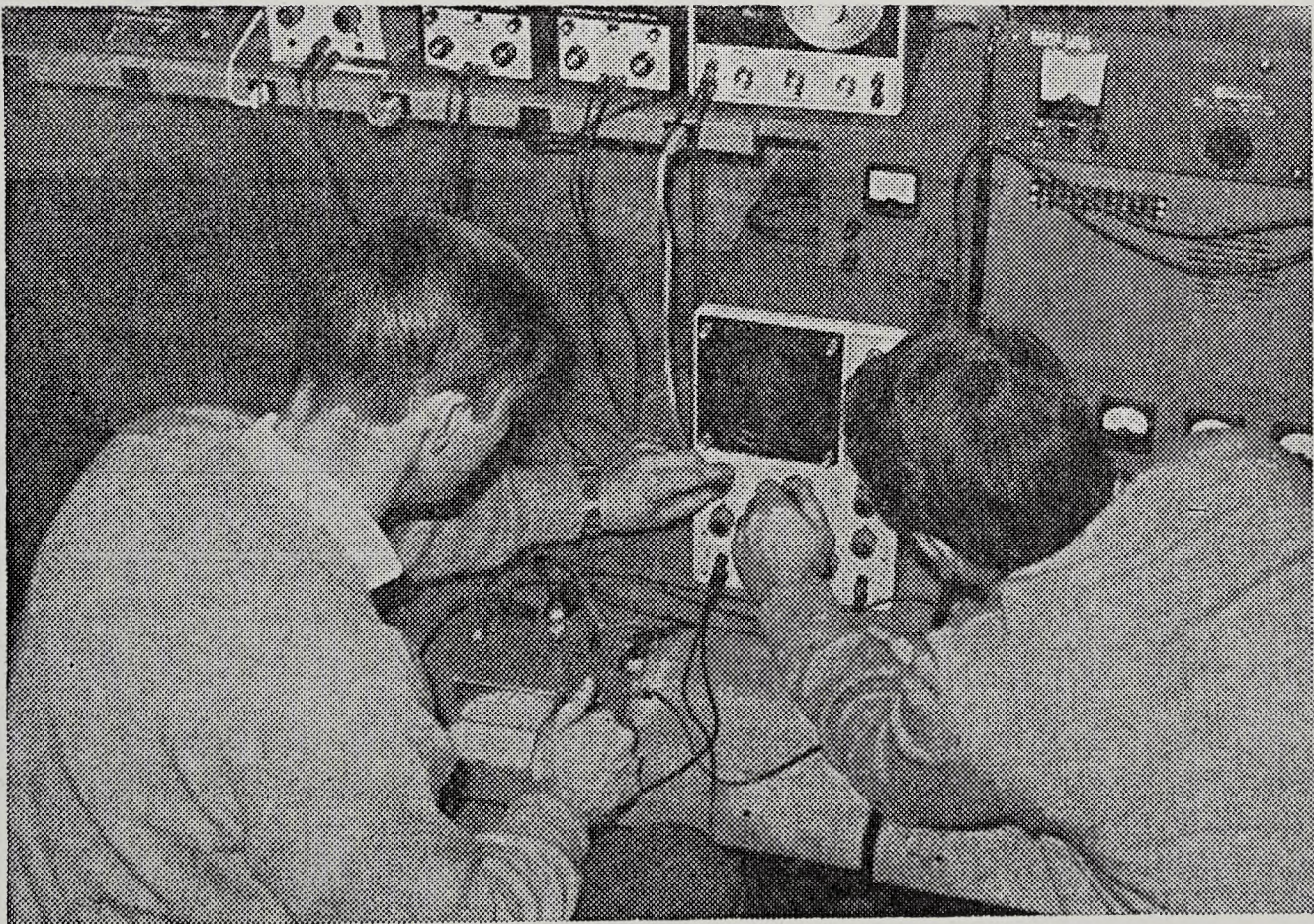
Industrial Electronics maintenance personnel may be required to install, maintain and service computers, motor control units, multi-purpose control panels for assembly line process control, and automated assembly line equipment.

Other employment opportunities exist in a variety of related fields in industry. A knowledge of the fundamental principles of electricity and electronics as related to Industrial Electronics coupled with skills in diagnosis and troubleshooting provide the basics for employment in the automation equipment manufacturing industry, sales, and field maintenance of automated equipment.

INDUSTRIAL ELECTRONICS SERVICING

Suggested Courses By Quarter

		Hours Per Week		Quarter
		Class	Lab.	Hours Credit
First Quarter				
ELC 1112	Direct and Alternating Current	5	15	10
MAT 1115	Electrical Mathematics	5	0	5
ENG 1101	Reading Improvement	2	0	2
		<hr/> 12	<hr/> 15	<hr/> 17
Second Quarter				
ELN 1108	Tubes, Relays, and Circuits	7	15	12
MAT 1116	Electrical Mathematics	5	0	5
ENG 1102	Communication Skills	3	0	3
		<hr/> 15	<hr/> 15	<hr/> 20
Third Quarter				
ELN 1109	Solid State Devices and Circuits	4	15	9
ELN 1110	Control Circuit Servicing	2	6	4
PSY 1101	Human Relations	3	0	3
		<hr/> 9	<hr/> 21	<hr/> 16
Fourth Quarter				
ELC 1110	AC-DC Motors, Servos	5	15	10
ELN 1111	Introduction to Computers	4	4	6
		<hr/> 9	<hr/> 19	<hr/> 16



INDUSTRIAL ELECTRONICS SERVICING

Course Descriptions

Course Title	Hours Per Week		Quarter
	Class	Lab.	Hours Credit
First Quarter			
ELC 1112 Direct and Alternating Current	5	15	10
A study of the structure of matter and the electron theory, the relationship between voltage, current and resistance in series, parallel, and series parallel circuits. Analysis of direct current circuits by Ohms Law Kirchhoff Law. Fundamental concepts of alternating current. A study of reactance, impedance, phase angle, power and resonance and alternating current circuit analysis. Introduction to simple AC and DC motors. Prerequisite: None			
MAT 1115 Electrical Mathematics	5	0	5
An introductory algebra course with trigonometry and vectors needed in alternating current: Algebraic operations of addition, subtraction, multiplication and division, positive and negative numbers, use of exponents, squareroots and powers of 10. Prerequisite: None			
ENG 1101 Reading Improvement	2	0	2
Designed to improve the student's ability to read rapidly and accurately. Special machines are used for class drill to broaden the span of recognition, to increase eye coordination and word group recognition and to train for comprehension in larger units. Prerequisite: None			
Second Quarter			
ELN 1108 Tubes, Relays and Circuits	7	15	2
An introduction to vacuum tubes, gas tubes, thyatron tubes, and phototubes; theory, characteristics and applications of vacuum tubes, gas tubes, thyatron tubes, and phototubes in power supplies, voltage regulators, control devices, and amplifiers. A study of types of relay operations and relay control circuits. Prerequisite: MAT 1115, ELC 1112.			
MAT 1116 Electrical Mathematics			
Network simplification, simultaneous equations Kirchhoff's Law, quadratic equations, angles, trigonometric functions, number systems for computers, introduction to boolean algebra. Prerequisite: MAT 1115.			

ENG 1102 Communication Skills	3	0	3
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Designed to promote effective communication through correct language usage in speaking and writing.
Prerequisite: ENG 1101.

Third Quarter

ELN 1109 Solid State Devices and Circuits	4	15	9
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Introduction to diodes, zener diodes transistors, unijunction transistors, field effect transistors, silicon controlled rectifiers; theory, characteristics and applications of solid state devices in industrial control circuits.
Prerequisite: ELN 1122, MAT 1116.

ELN 1110 Control Circuit Servicing	2	6	4
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A study of principles of troubleshooting techniques for industrial control circuits; use of volt-ohms meters, vacuum tube voltmeters, frequency counters oscilloscopes in the repair, maintenance, and adjustments of industrial control circuits.
Prerequisite: ELN 1125.

PSY 1101 Human Relations	3	0	3
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A study of basic principles of human behavior. The problems of the individual are studies in relation to society, group membership, and relationships within the work situation.
Prerequisite: None

Fourth Quarter

ELD AC and DC Motors, Servos	5	15	10
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An advanced study of types of motors; theory of operation, methods of controlling speed, torque characteristics, and braking. Introduction to servos and servo systems; A study of open-loop and closed loop servomechanisms, and use of servomechanisms in industrial control applications. Principles of synchro generators.
Prerequisite: ELC 1112, ELN 1122, ELN 1125.

ELN 1111 Introduction to Computers	4	4	8
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Introduction to Computer types: A study of computer circuits; basic diode logic circuits, AND gates, OR gates, AND-OR gates, counters, logic inverters, and adders. Applications of computers in industrial control processes.
Prerequisite: ELN 1125.

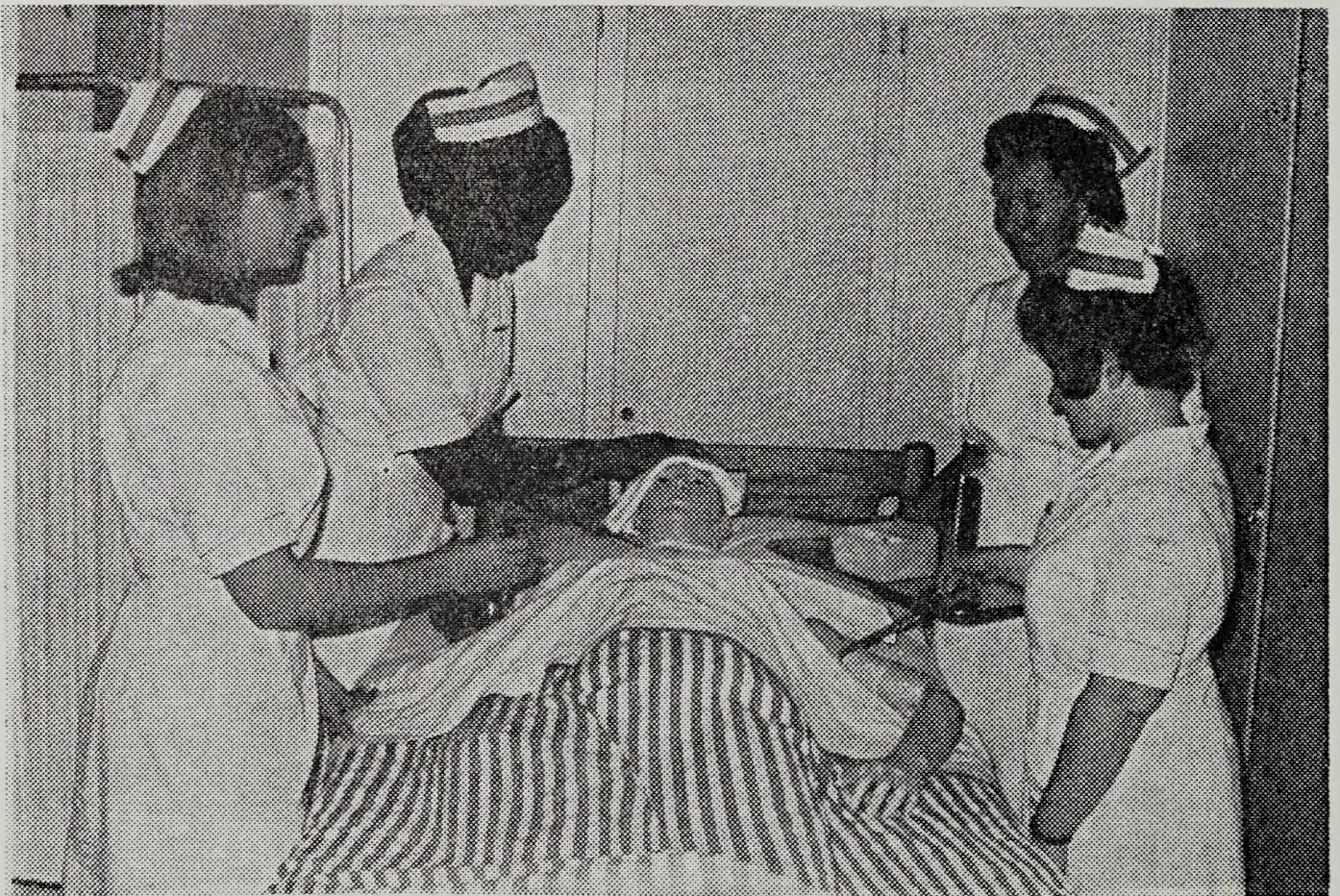
PRACTICAL NURSE EDUCATION

The objectives of the Practical Nurse Education Program is to prepare qualified persons for participation in the care of patients of all ages, in various states of dependency, and with a variety of illness conditions.

Throughout the one-year program the student is expected to continuously acquire knowledge and understandings related to nursing and the biological and social sciences and to develop skills related to nursing practice, communications, interpersonal relations, and use of sound judgment. Evaluation of student performance consists of tests on all phases of course content, evaluation of clinical performance, and evaluation of adjustment to the responsibilities of nursing. A passing score is required on all graded work, plus demonstrated progress in application of nursing skills to actual patient care.

Graduates of Practical Nurse Education are eligible to take the licensing examinations given by the North Carolina Board of Nursing. This examination is given twice each year, usually in April and September. A passing score entitles the individual to receive a license and to use a legal title "Licensed Practical Nurse."

The Practical Nurse Education will operate in affiliation with Johnston County Memorial Hospital for purposes of the clinical instruction.



PRACTICAL NURSE EDUCATION

Suggested Courses By Quarters

Course Title		Hours Per Week			Quarter Hours Credit
		Lec.	Lab.	Clin.	
First Quarter					
NUR 1110	Vocational Adjustments	3	0	0	3
NUR 1111	Basic Science and Health	10	0	0	10
NUR 1112	Nursing Fundamentals	6	4	0	8
NUT 1113	English Fundamentals	2	0	0	2
		<hr/> 21	<hr/> 4	<hr/> 0	<hr/> 23
Second Quarter					
NUR 1121	Advanced Nsg. Fund.	2	2	0	3
NUR 1122	Introduction to Med. Surg. Nursing	4	2	0	5
NUR 1123	Introduction to Obstetrical Nursing	2	1	0	2
NUR 1124	Introduction to Pediatric Nursing	2	1	0	2
NUR 1125	Clinical Practice	0	0	14	4
MATH 1120	Basic Mathematics	2	0	0	2
		<hr/> 12	<hr/> 6	<hr/> 14	<hr/> 18
Third Quarter					
NUR 1130	Med. Surg. Nursing	4	2	0	5
NUR 1131	Nursing of Mothers and Newborn	2	0	0	3
NUR 1132	Nursing of Children	2	0	0	2
NUR 1133	Drug Therapy	2	0	0	2
NUR 1135	Clinical Practice	0	0	21	7
		<hr/> 10	<hr/> 2	<hr/> 21	<hr/> 18
Fourth Quarter					
NUR 1140	Med. Surg. Nursing	6	2	0	7
NUR 1141	Vocational Adjustments II	2	2	0	3
NUR 1145	Clinical Practice	0	0	21	7
		<hr/> 8	<hr/> 4	<hr/> 21	<hr/> 17

PRACTICAL NURSE EDUCATION

Course Descriptions

Course Title	Hours Per Week			Quarter
	Lec.	Lab.	Clin.	Hours Credit
First Quarter				
NUR 1110 Vocational Adjustments I	3	0	0	3
A study of the principles of good personal and vocational behavior of the Practical Nursing student that will enable the student to work ethically with other health workers.				
NUR 1111 Basic Sciences and Health	10	0	0	10
A three-part course which includes basic information of the normal structure and function of the body, discussing the various systems of the body and their special parts.				
The second part deals with the principles of good nutrition and their application to the needs of normal individuals, including some modifications necessary in diet therapy.				
The last part of this course has to do with personal, physical, and mental health, including basic concepts of bacteriology as it relates to family and community health.				
NUR 1112 Nursing Fundamentals	6	4	0	8
An introduction to the basic nursing principles underlying good nursing care in meeting the needs of patients during observation, ambulatory, or mildly ill stages. Emphasis is placed on the development of essential skills and attitudes needed for adequate performance within the P. N. role.				
ENG 1113 English Fundamentals	2	0	0	2
Designed to promote effective communication through correct language usage in speaking and writing.				
Second Quarter				
NUR 1121 Advanced Nursing Fundamentals	2	2	0	3
A course planned to give deeper and broader understanding of the necessary principles to meet the needs of the more seriously ill patient. Nursing care is presented in relation to general patient condition. Also included, are basic principles and precautions of Drug Administration.				
Prerequisite: NUR 1113.				
NUR 1122 Introduction to Medical-Surgical Nsg.	4	2	0	5
A course planned to help the student in the development of understandings				

and skills necessary to meet the needs of patients with selected medical-surgical conditions, related diet therapy included. Previous learnings are reinforced and supplemented.

NUR 1123 Introduction to Obstetrical Nsg. 2 1 0 2

An introductory course of study presenting information concerning the normal pregnancy, labor, and delivery. Emphasis is placed upon the newer concepts of maternity nursing, and stresses basic principles rather than specific procedures.

NUR 1124 Introduction to Pediatric Nursing 2 1 0 2

An introduction into the needs of the normal child in various stages of growth and development. Emphasis is placed upon developing skills and attitudes necessary for the adjustment of the child and family to the hospital situation.

Basic principles of communicable diseases fundamental to nursing responsibility for individuals, family, and the community, are also included.

NUR 1125 Clinical Practice 0 0 14 4

Actual nursing care experience with selected patients in the affiliating agencies, to enable the student in learning to meet the needs of patients while performing bedside care.

Prerequisite: NUR 1122, NUR 1124.

MATH 1120 Basic Mathematics 2 0 0 2

A review of basic principles of functions, decimals, and percentages. Methods of addition, subtraction, multiplication, and division are reinforced for greater learning. The student is introduced to the metric system of measurement and guided through basic problems of conversion.

Third Quarter

NUR 1130 Medical Surgical Nursing 4 2 0 5

A course of study designed to provide the student with additional knowledge, emphasizing the development of skills necessary in meeting the needs of the more dependent patient.

Prerequisite: NUR 1122.

NUR 1131 Nursing of Mothers and Newborn 2 0 0 2

A study of previously presented concepts, and discussion of complications as they relate to the nursing care. Included are nursing principles needed in meeting the newborn and premature infant's needs.

Prerequisite: NUR 1123.

NUR 1132 Nursing of Children 2 0 0 2

A course of study designed to present the more common conditions of child care. The course builds upon, and reinforces knowledge and skills introduced in NUR 1124, in the care of the sick child.

Prerequisite: NUR 1124.

NUR 1133 Drug Therapy 2 0 0 2

A course of study emphasizing the main effects, uses, and toxic symptoms of the more common drug classifications. Safety precautions and legal limitations are stressed throughout the course.

Prerequisite: NUR 1121, and MATH 90.

NUR 1135 Clinical Practice 0 0 21 7

Actual Nursing Care experiences with selected patients in the affiliating agencies, correlated with classroom theory. Experiences are provided to enable the student to meet the needs of the more dependent patient in the Medical Surgical, Obstetrical, and Pediatric departments.

Fourth Quarter

NUR 1140 Medical-Surgical Nursing 6 2 0 7

A course of study presenting care of the more critically and seriously ill patient. Develops the role of PN as an assistant in complex situations. Included are basic principles of emergency and disaster nursing.

Prerequisite: NUR 1130.

NUR 1141 Vocational Adjustments II 2 2 0 3

A study of the legal and ethical responsibilities of the Licensed Practical Nurse. Discussions are centered around opportunities for employment, and the obligations assumed upon employment. Visitors from Nursing Organizations are invited to help stimulate interest in joining these organizations.

NUR 1145 Clinical Practice 0 0 21 7

Nursing Care experiences with the more critically and seriously ill patients in the affiliating agencies. Students participate in Team conferences with R. N.'s and L. P. N.'s to help formulate nursing care plans to meet the needs of special patients.



TECHNICAL PROGRAMS

ACCOUNTING

Accounting is one of the fastest growing employment fields in America today, and the job outlook for good accountants seems bright for many years to come. These opportunities result from the tremendous business and industrial expansion in all parts of the country. Because of this emphasis, there is a growing need for trained people in the area of accounting to help managers keep track of a firm's operation. The Accounting Curriculum is designed to fill this need by offering students the necessary accounting theories and skills for the entry into the accounting profession.

The duties and responsibilities of an accountant vary somewhat in different firms. Some of the duties of an accountant are: record transactions, render periodic reports, maintain cost records, make special reports, complete tax returns, audit the books, and advise management in areas of financial affairs.

The graduate of the Accounting Curriculum may qualify for various jobs in business and industry leading to any of the following accounting positions: accounting clerk, payroll clerk, accounting machine operator, auditor, and cost accountant. This training plus further experience should prepare them to become office managers, accounting supervisors, and to fill other responsible positions in a business firm.



ACCOUNTING

Suggested Courses By Quarters

		Hours Per Week		Quarter
		Class	Lab.	Hours Credit
First Quarter				
T-ENG 101	Grammar	3	0	3
T-BUS 102	Typewriting (Or Elective)	2	3	3
T-MAT 110	Business Mathematics	5	0	5
T-BUS 101	Introduction to Business	5	0	5
T-ECO 102	Economics	3	0	3
		<hr/> 18	<hr/> 3	<hr/> 19
Second Quarter				
T-ENG 102	Composition	3	0	3
T-BUS 120	Accounting	5	2	6
T-ECO 104	Economics	3	0	3
T-BUS 115	Business Law	3	0	3
T-BUS 123	Business Finance	3	0	3
		<hr/> 17	<hr/> 2	<hr/> 18
Third Quarter				
T-ENG 103	Report Writing	3	0	3
T-BUS 124	Business Finance	3	0	3
T-BUS 110	Office Machines	2	2	3
T-BUS 121	Accounting	5	2	6
T-BUS 116	Business Law	3	0	3
		<hr/> 16	<hr/> 4	<hr/> 18
Fourth Quarter				
T-ENG 204	Oral Communication	3	0	3
T-EDP 104	Introduction to Data Processing Systems	3	2	4
T-BUS 222	Accounting	5	2	6
	Elective	6	0	6
		<hr/> 17	<hr/> 4	<hr/> 19
Fifth Quarter				
T-ENG 206	Business Communication	3	0	3
	Social Science Elective	3	0	3

T-BUS 223	Accounting	5	2	6
T-BUS 225	Cost Accounting	3	2	4
T-BUS 235	Business Management	3	0	3
		<hr/> 17	<hr/> 4	<hr/> 19

Sixth Quarter

	Social Science Elective	3	0	3
T-BUS 229	Taxes	3	2	4
T-BUS 269	Auditing	3	2	4
	Elective	4	0	4
		<hr/> 13	<hr/> 4	<hr/> 15

Total Quarter Hours in Courses	98
Electives (Min.)	10
Total	<hr/> 108

ACCOUNTING

Course Descriptions

Hours Per Week		Quarter
Class	Lab.	Hours
		Credit

First Quarter

T-ENG 101	Grammar	3	0	3
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Designed to aid the student in the improvement of self-expression in grammar. The approach is functional and emphasis on grammar, diction, sentence structure, punctuation, and spelling. Intended to stimulate students in applying the basic principles of English grammar in their day-to-day situations in industry and social life.

Prerequisite: None.

T-BUS 102	Typewriting	2	3	3
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Introduction to the touch typewriting system with emphasis on correct techniques, mastery of the keyboard, simple business correspondence, tabulation, and manuscripts.

Prerequisite: None.

T-MAT 110	Business Mathematics	5	0	5
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This course stresses the fundamental operations and their application to business problems. Topics covered include payrolls, price marking, interest and

discount, commission, taxes, and pertinent uses of mathematics in the field of business.

Prerequisite: None.

T-BUS 101 Introduction to Business 5 0 5

A survey of the business world with particular attention devoted to the structure of the various types of business organization, methods of financing, internal organization, and management.

Prerequisite: None.

T-ECO 102 Economics 3 0 3

The fundamental principles of economics including the institutions and practices by which people gain a livelihood. Included is a study of the laws of supply and demand and the principles bearing upon production, exchange, distribution, and consumption both in relation to the individual enterprise and to society at large.

Prerequisite: None.

Second Quarter

T-ENG 102 Composition 3 0 3

Designed to aid the student in the improvement of self-expression in business and technical composition. Emphasis is on the sentence, paragraph and whole composition.

Prerequisite: T-ENG 101.

T-BUS 120 Accounting 5 2 6

Principles, techniques and tools of accounting, for understanding of the mechanics of accounting. Collecting, summarizing, analyzing, and reporting information about service and mercantile enterprises, to include practical application of the principles learned.

Prerequisite: T-MAT 110.

T-ECO 104 Economics 3 0 3

Greater depth in principles of economics, including a penetration into the composition and pricing of national output, distribution of income, international trade and finance, and current economic problems.

Prerequisite: T-ECO 102.

T-BUS 115 Business Law 3 0 3

A general course designed to acquaint the student with certain fundamentals and principles of business law, including contracts, negotiable instruments, and agencies.

Prerequisite: None.

T-BUS 123 Business Finance 3 0 3

Financing of business units, as individuals, partnerships, corporations, and trusts. A detailed study is made of short-term, long-term, and consumer financing. Prerequisite: None.

Third Quarter

T-ENG 103 Report Writing 3 0 3

The fundamentals of English are utilized as a background for the organization and techniques of modern report writing. Exercises in developing typical reports, using writing techniques and graphic devices are completed by the students. Practical application in the preparation of a full-length report is required of each student at the end of the term. This report must have to do with something in his chosen curriculum.

Prerequisite: T-ENG 102.

T-BUS 124 Business Finance 3 0 3

Financing, federal, state,, and local government and the ensuing effects upon the economy. Factors affecting supply of funds, monetary and credit policies.

Prerequisite: T-BUS 123.

T-BUS 110 Office Machines 2 2 3

A general survey of the business and office machines. Students will receive training in techniques, processes, operation and application of the ten-key adding machines, full keyboard adding machines, and calculator.

Prerequisite: None.

T-BUS 121 Accounting 5 2 6

Partnership and corporation accounting including a study of payrolls, federal and state taxes. Emphasis is placed on the recording, summarizing and interpreting data for management control rather than on bookkeeping skills. Accounting services are shown as they contribute to the recognition and solution of management problems.

Prerequisite: T-BUS 120.

T-BUS 116 Business Law 3 0 3

Includes the study of laws pertaining to bailments, sales, risk-bearing, partnership-corporation, mortgages, and property rights.

Prerequisite: T-BUS 115.

Fourth Quarter

T-ENG 204 Oral Communication 3 0 3

A study of basic concepts and principles of oral communications to enable the student to communicate with others. Emphasis is placed on the speaker's

attitude, improving diction, voice, and the application of particular techniques of theory to correct speaking habits and to produce effective oral presentation. Particular attention given to conducting meetings, conferences, and interviews. Prerequisite: T-ENG 101.

T-EDP 104 Introduction to Data Processing Systems 3 2 4

Fundamental concepts and operational principles of data processing systems, as an aid in developing a basic knowledge of computers, prerequisite to the detail study of particular computer problems. This course is a prerequisite for all programming courses.

Prerequisite: None.

T-BUS 222 Accounting 5 2 6

Thorough treatment of the field of general accounting, providing the necessary foundation for specialized studies that follow. The course includes, among other aspects, the balance sheet, income and surplus statements, fundamental processes of recording, cash and temporary investments, and analysis of working capital.

Prerequisite: T-BUS 121.

Fifth Quarter

T-ENG 206 Business Communication 3 0 3

Develops skills in techniques in writing business communications. Emphasis is placed on writing action—getting sales letters and prospectuses. Business reports, summaries of business conferences, letters involving credit, collections, adjustments, complaints, orders, acknowledgments, remittances, and inquiry.

Prerequisite: T-ENG 102.

T-BUS 223 Accounting 5 2 6

Additional study of intermediate accounting with emphasis on investments, plant and equipment, intangible assets and deferred charges, long-term liabilities, paid-in capital, retained earnings, and special analytical processes.

Prerequisite: T-BUS 222.

T-BUS 225 Cost Accounting 3 2 4

Nature and purposes of cost accounting; accounting for direct labor, materials, and factory burden; job cost, and standard cost principles and procedures; selling and distribution cost; budgets, and executive use of cost figures.

Prerequisite: T-BUS 121.

T-BUS 235 Business Management 3 0 3

Principles of business management including overview of major functions of management, such as planning, staffing, controlling, directing, and financing. Clarification of the decision-making function versus the operating function. Role of management in business—qualifications and requirements.

Prerequisite: None.

Sixth Quarter

T—BUS 229 Taxes 3 2 4

Application of federal and state taxes to various businesses and business conditions. A study of the following taxes: income: payroll, intangible, capital gain, sales and use, excise, and inheritance.

Prerequisite: T—BUS 121.

T—BUS 269 Auditing 3 2 4

Principles of conducting audits and investigations; setting up accounts based upon audits; collecting data on working papers; arranging and systemizing the audit, and writing the audit report. Emphasis placed on detailed audits, internal auditing, and internal control.

Prerequisite: T—BUS 223.

ELECTIVES

T—BUS 219 Credit Procedures and Problems 3 0 3

Principles and practices in the extension of credit; collection procedures; laws pertaining to credit extension and collection are included.

Prerequisite: T—BUS 120.

T—BUS 247 Business Insurance 3 0 3

A presentation of the basic principles of risk insurance and their application. A survey of the various types of insurance is included.

Prerequisite: None.

T—BUS 271 Office Management 3 0 3

Presents the fundamental principles of office management. Emphasis on the role of office management including its functions, office automation, planning, controlling, organizing and actuating office problems.

Prerequisite: None.

T—BUS 272 Principles of Supervision 3 0 3

Introduces the basic responsibilities and duties of the supervisor and his relationship to superiors, subordinates, and associates. Emphasis on securing an effective work force and the role of the supervisor. Methods of supervision are stressed.

Prerequisite: None.

T—BUS 233 Personnel Management 3 0 3

Principles of organization and management of personnel, procurement, placement, training, performance checking, supervision, remuneration, labor relations, fringe benefits and security.

Prerequisite: None.

T—BUS 227 Advanced Accounting 3 2 4

Advanced accounting theory and principles as applied to special accounting problems, bankruptcy proceedings, estates and trusts, consolidation of statements,

parent, and subsidiary accounting.

Prerequisite: T-BUS 223.

T-BUS 217 Business Law 3 0 3

A study of the powers, policies, methods, and procedures used by the various federal, state and local administrative agencies in promoting and regulating business enterprises. It includes a consideration of the constitutional and statutory limitations on these bodies and judicial review of administrative action.

Prerequisite: T-BUS 116.

T-BUS 266 Budget and Record Keeping 3 0 3

The basic principles, methods, and procedures for preparation and operation of budgets. Special attention is given to the involvement of individual departments and the role they play. Emphasis on the necessity for accurate record keeping in order to evaluate the effectiveness of budget planning.

Prerequisite: T-BUS 121.

T-SSC 201 Social Science 3 0 3

An integrated course in the social sciences, drawing from the fields of anthropology, psychology, history, and sociology.

Prerequisite: None.

T-SSC 202 Social Science 3 0 3

A further study of social sciences with emphasis on economics, political science, and social problems as they relate to the individual.

Prerequisite: T-SSC 201.

T-PSY 206 Applied Psychology 3 0 3

A study of the principles of psychology that will be of assistance in the understanding of inter-personal relations on the job. Motivation, feelings and emotions are considered with particular reference to on-the-job problems. Other topics investigated are: employee selection, supervision, job satisfaction, and industrial conflicts. Attention is also given to personal and group dynamics so that the student may learn to apply the principles of mental hygiene to his adjustment problems as a worker and a member of the general community.

Prerequisite: None.

T-SSC 205 American Institutions 3 0 3

A study of the effect of American social, economic, and political institutions upon the individual as a citizen and as a worker. The course dwells upon current local, national, and global problems viewed in the light of our political and economic heritage.

Prerequisite: None.

T-POL 201 United States Government 3 0 3

A study of government with emphasis on basic concepts, structure, powers, procedures and problems.

Prerequisite: None.

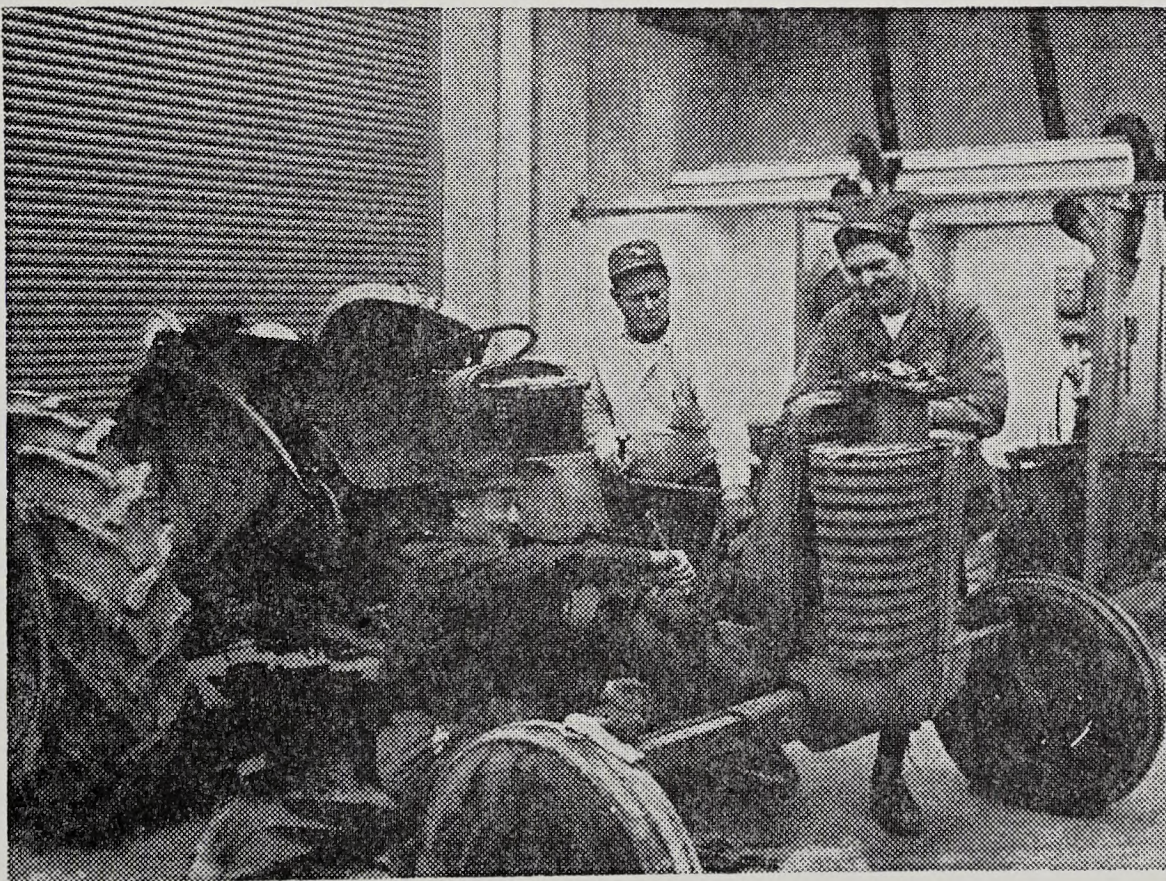
AGRICULTURE SCIENCE AND MECHANIZATION WITH TECHNICAL SPECIALTY OPTION

This curriculum provides a training program for developing the basic knowledge and skills needed for the successful operation and management of a general farming program involving crops and livestock. There is a growing scarcity of young men trained in basic agriculture science and mechanics. Larger farming operations require more mechanization and tremendous outlays of capital; thus, the need for trained farmers becomes increasingly critical. The objective of this curriculum is to provide the managerial and operative training needed for successful farm operation.

The graduate of the General Agriculture and Mechanics curriculum is trained to manage and operate a farm. In addition he should be able to perform most of the repairs to buildings and equipment as well as perform the necessary electrical, construction and plumbing requirements pertaining to the farm operation.

The satisfactory completion of a minimum of 18 hours of general education in addition to the technical specialties will lead to an Associate in Applied Science Degree.

This curriculum is offered especially for veterans and farmers pursuing a full-time farming program. It has been approved by the Veterans Administration and enables veterans to receive subsistence allowances under the G. I. Bill of Rights. Generally, this curriculum is offered in the late afternoons and at night so as to be convenient for those engaged in farming operations.



AGRICULTURE SCIENCE AND MECHANIZATION WITH TECHNICAL SPECIALTY OPTION

Suggested Courses By Quarters

		Hours Per Week		Quarter
Course Title		Class	Lab.	Hours Credit
First Quarter				
T-AGR 101	Farm Tractors	3	9	9
T-AGR 102	Farm Business Management	2	0	2
T-AGR 104	Feeding and Management	2	0	2
T-AGR 105	Pastures and Forage Crops	2	0	2
		<hr/> 9	<hr/> 9	<hr/> 15
Second Quarter				
T-AGR 106	Techniques of Welding	3	9	9
T-AGR 107	Farm Accounting and Records	2	0	2
T-AGR 108	Beef Production	2	0	2
T-AGR 109	Soil Science	2	0	2
		<hr/> 9	<hr/> 9	<hr/> 15
Third Quarter				
T-AGR 114	Farm Electrification	3	9	9
T-AGR 117	Feeds and Feeding Farm Animals	2	0	2
T-AGR 118	Feed Grain Crops	2	0	2
T-AGR 121	Weed Identification and Control	2	0	2
		<hr/> 9	<hr/> 9	<hr/> 15
Fourth Quarter				
T-AGR 122	Farm Machinery Repair and Maintenance	3	9	9
T-AGR 123	Ornamental Horticulture	2	0	2
T-AGR 124	Plant Propagation	2	0	2
T-AGR 126	Farm Forest Management	2	0	2
		<hr/> 9	<hr/> 9	<hr/> 15

Fifth Quarter

T-AGR 128	Farm and Home Construction	3	9	9
T-AGR 130	Pesticides	2	0	2
T-AGR 131	Soybean Production	2	0	2
T-AGR 132	Livestock Diseases and Parasites	2	0	2
		<u>9</u>	<u>9</u>	<u>15</u>

Sixth Quarter

T-AGR 133	Farm Water and Plumbing Systems	3	9	9
T-AGR 134	Tobacco Production	2	0	2
T-AGR 135	Agricultural Law	2	0	2
T-AGR 136	Agricultural Math	2	0	2
		<u>9</u>	<u>9</u>	<u>15</u>

Seventh Quarter

T-AGR 137	Farm Appliance Refrigeration	3	9	9
T-AGR 138	Farm Records and Taxes	2	0	2
T-AGR 139	Fertilizers and Lime	2	0	2
T-AGR 140	Vegetable Production	2	0	2
		<u>9</u>	<u>9</u>	<u>15</u>

Eighth Quarter

T-AGR 141	Surveying	3	9	9
T-AGR 142	Agriculture Finance	2	0	2
T-AGR 143	New Sources of Farm Income	2	0	2
T-AGR 144	Opportunities in Agriculture Business	2	0	2
		<u>9</u>	<u>9</u>	<u>15</u>

Totals

120	Quarter Hours
1584	Contact Hours
792	Lab Hours
792	Classroom Hours

The following additional subjects are provided for the student who pursues an Associate of Applied Science Degree.

T-ENG 101	Grammar	3	0	3
T-ENG 102	Composition	3	0	3
T-ENG 103	Report Writing	3	0	3
T-ENG 204	Oral Communication	3	0	3
	Social Science — Elective	6	0	6
		<u>18</u>	<u>0</u>	<u>18</u>

AGRICULTURE SCIENCE AND MECHANIZATION WITH TECHNICAL SPECIALTY OPTION

Course Descriptions

		Hours Per Week		Quarter
		Class	Lab.	Hours Credit
First Quarter				
T-AGR 101	Farm Tractors	3	9	9
A study of farm tractors including gas and diesel engines. Units to be studied include engines, ignition, electrical, braking, cooling and transmission systems.				
T-AGR 102	Farm Business Management	2	0	2
A review of the functions of the manager of a business firm and the problems of farm operators. Development of the concepts of costs and budgets as an aid in choosing what to produce. An analysis of the factors of production to find the least cost production procedure. Data will be analyzed to select the level of production that yields the highest net revenue. Relationships between size, efficiency and gross farm income and net farm income will be stressed.				
T-AGR 104	Swine Feeding and Management	2	0	2
A study of the scientific methods of selecting, breeding, feeding and management of swine. Special attention will be given to housing and marketing.				
T-AGR 105	Pastures and Forage Crops	2	0	2
A study of the major grasses and legumes of economic importance in North Carolina. Attention will be given to management, soil types, fertilization, harvesting and nutrient value.				
Second Quarter				
T-AGR 106	Techniques of Welding	3	9	9
This course will cover both arc and gas welding. The safe and correct methods of assembling and operating welding equipment will be stressed. Welded joints and flame cutting are discussed and practiced in various positions that are applicable to mechanical repair work and steel fabrication. Care, maintenance, and selecting welding equipment and supplies are applied in this course.				
T-AGR 107	Farm Accounting and Records	2	0	2
An introductory course to accounting methods related to farm needs which acquaints the student with terminology, basic principles and techniques used in recording transactions. Practical application of the principles learned are made by working with actual farm situations.				

T-AGR 108 Beef Production	2	0	2
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A study of the principles of selecting, breeding, feeding, care and management of beef cattle.

T-AGR 109 Soil Science	2	0	2
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This course deals with the development, classification, evaluation and management of soils; care, cultivation and conservation of soil fertilization.

Third Quarter

T-AGR 114 Farm Electrification	3	9	9
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A study of basic principles of wiring farm buildings and the application of electricity to agriculture production.

T-AGR 117 Feeds and Feeding Farm Animals	2	0	2
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A study of the composition of feeds, feed additives, and the nutritional requirements of livestock. The course includes a study of the principles used in the formulation of practical and economical livestock rations.

T-AGR 118 Feed Grain Crops	2	0	2
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This course stresses the value of scientific methods in the production of corn, oats, wheat, barley and sorghum. Varieties, soils, fertilization, cultivation, harvesting and utilization are included.

T-AGR 121 Weed Identification and Control	2	0	2
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A study dealing with the identification and control of annual and perennial weeds and grasses of economic importance in North Carolina.

Fourth Quarter

T-AGR 122 Farm Machinery Repair and Maintenance	3	9	9
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This course emphasizes the proper care of farm machinery and the economic value of proper servicing and management. All kinds of farm machinery will be utilized and the student will develop skills through actual demonstrations and shop practice.

T-AGR 123 Ornamental Horticulture	2	0	2
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A study of the principles of care and selection of plants, shrubs, trees and grasses for the home landscape. Field trips and demonstrations will be utilized in the development of skills and practices needed in landscape planning.

T-AGR 124 Plant Propagation	2	0	2
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The various means of plant reproduction are scientifically studied. Special attention is given to the propagation of shrubs for the home landscape plan.

T-AGR 126 Farm Forest Management	2	0	2
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A course dealing with the fundamentals of forestry and farm forestry problems, including planting, thinning, harvesting and marketing.

Fifth Quarter

T-AGR 128 Farm and Home Construction	3	9	9
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This course deals with the fundamentals of farm carpentry, fences, concrete and masonry. Part of the course gives students an opportunity to learn and practice home construction projects such as kitchen cabinets.

T-AGR 130 Pesticides	2	0	2
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A study of the beneficial and harmful insects affecting farm production in North Carolina and the methods of control.

T-AGR 131 Soybean Production	2	0	2
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Crop characteristics, varieties, environmental factors, rotations, control of pests and other production practices are covered.

T-AGR 132 Livestock Diseases and Parasites	2	0	2
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A course dealing with the common diseases and parasites of livestock; sanitation practices and procedures with emphasis on the cause, damage, symptoms, prevention and treatment of parasites and diseases, and management factors relating to disease and parasite prevention and control.

Sixth Quarter

T-AGR 133 Farm Water and Plumbing Systems	3	9	9
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This course is a study of the farm water needs and waste disposal. Attention is given to planning and installing the system and its proper care and maintenance.

T-AGR 134 Tobacco Production	2	0	2
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This course discusses the production practices that are relevant to flue cured tobacco in North Carolina. Emphasized will be plant bed practices and field production — machinery, cultural practices, fertilization, harvesting and marketing.

T-AGR 135 Agriculture Law	2	0	2
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A general course designed to acquaint the student with certain fundamentals and principles of law, including contracts, agency and negotiable instruments. Includes the general study of law pertaining to partnership, corporation, sales, suretyship, bailments, and real property.

T-AGR 136 Agriculture Math	2	0	2
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This course stresses the fundamental operations and their application to

business problems. Topics covered include payrolls, price marking, interest and discount, commission, taxes, and pertinent uses of mathematics in the field of business.

Seventh Quarter

T-AGR 137 Farm and Home Appliance Repair 3 9 9

This course teaches the student how to repair all home appliances with emphasis on commonly used electrical appliances and machines in the home or on the farm.

T-AGR 138 Farm Records and Taxes 2 0 2

This is a study of the records necessary to properly complete a tax form and the procedures and skills needed for income tax computations.

T-AGR 139 Fertilizers and Lime 2 0 2

A review of the sources, function, and the use on the major and minor plant food elements; commercial fertilizer ingredients; soil acidity, liming materials; application of fertilizer and liming materials.

T-AGR 140 Vegetable Production 2 0 2

Eighth Quarter

T-AGR 141 Surveying 3 9 9

Theory and practice of elementary plane surveying including horizontal measurements, differential and profile leveling, cross sections, earthwork computations, transit, stadia, and transit-tape surveys.

T-AGR 142 Agriculture Finance 2 0 2

Analysis of the capital structure of modern commercial agriculture with emphasis on the sources of credit. A review of lending institutions, repayment, schedules, and credit instruments. Practice in the procedure of evaluating farm resources with attention to information needed for valuation, appraisal forms and procedures, discounting and depreciation.

T-AGR 143 New Sources of Farm Income 2 0 2

This is a study of new areas of production that are not in practice in the student's present farming program. The farm enterprise system will be analyzed and new enterprises suggested.

T-AGR 144 Opportunities in Agriculture Business 2 0 2

This course presents the opportunities for part or full-time employment in farm related occupations. Agriculture businesses such as feeds and fertilizers as well as farm custom machinery work is considered.

BUSINESS ADMINISTRATION

In North Carolina the opportunities in business are increasing. With the increasing population and industrial development in this State, business has become more competitive and automated. Better opportunities in business will be filled by students with specialized education beyond high school.

The Business Administration Curriculum is designed to prepare the student for employment in a variety of occupations common to business. Training is aimed at preparing the student in many phases of administrative work that are likely to be encountered in the average business.

The specific objectives of the Business Administration Curriculum are to develop the following competencies:

1. Understanding of the principles of organization and management in business operations.
2. Understanding our economy through study and analysis of the role of production and marketing.
3. Knowledge in specific elements of accounting, finance, and business law.
4. Understanding and skill in effective communication for business.
5. Knowledge of human relations as they apply to successful business operations.

The graduate of the Business Administration Curriculum may enter a variety of career opportunities from beginning sales person or office clerk to manager trainee. The duties and responsibilities of this graduate vary in different firms. These might include: making up and filing reports, tabulating and posting data in various books, sending out bills, checking calculations, adjusting complaints, operating various office machines, and assisting managers in supervising. Positions are available in businesses such as advertising; banking; credit; finance; retailing; wholesaling; hotel, tourist, and travel industry; insurance; transportation; and communications.

BUSINESS ADMINISTRATION

Suggested Courses By Quarters

		Hours Per Week		Quarter
		Class	Lab.	Hours Credit
First Quarter				
T-ENG 101	Grammar	3	0	3
T-BUS 102	Typewriting (or Elective)	2	3	3
T-MAT 110	Business Mathematics	5	0	5
T-BUS 101	Introduction to Business	5	0	5
T-ECO 102	Economics	3	0	3
		<hr/> 18	<hr/> 3	<hr/> 19
Second Quarter				
T-ENG 102	Composition	3	0	3
T-BUS 120	Accounting	5	2	6
T-ECO 104	Economics	3	0	3
T-BUS 115	Business Law	3	0	3
T-BUS 123	Business Finance	3	0	3
		<hr/> 17	<hr/> 2	<hr/> 18
Third Quarter				
T-ENG 103	Report Writing	3	0	3
T-BUS 124	Business Finance	3	0	3
T-BUS 110	Office Machines	2	2	3
T-BUS 121	Accounting	5	2	6
T-BUS 116	Business Law	3	0	3
		<hr/> 16	<hr/> 4	<hr/> 18
Fourth Quarter				
T-ENG 204	Oral Communication	3	0	3
T-BUS 232	Sales Development	3	0	3
T-EDP 104	Introduction to Data Processing			
	Systems	3	2	4
T-BUS 239	Marketing	5	0	5
	Elective	3	0	3
		<hr/> 17	<hr/> 2	<hr/> 18

Fifth Quarter

T-ENG 206	Business Communication	3	0	3
	Social Science Elective	3	0	3
T-BUS 243	Advertising	3	2	4
T-BUS 235	Business Management	3	0	3
	Elective	3	0	3
		<hr/> 15	<hr/> 2	<hr/> 16

Sixth Quarter

	Social Science Elective	3	0	3
T-BUS 229	Taxes	3	2	4
T-BUS 272	Principles of Supervision	3	0	3
T-BUS 271	Office Management	3	0	3
	Elective	6	0	6
		<hr/> 18	<hr/> 2	<hr/> 19

Total Quarter Hours in Courses	96
Electives (Min.)	12
Total	<hr/> 108

BUSINESS ADMINISTRATION

Course Descriptions

	Hours Per Week		Quarter
	Class	Lab.	Hours Credit

First Quarter

T-ENG 101	Grammar	3	0	3
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Designed to aid the student in the improvement of self-expression in grammar. The approach is functional with emphasis on grammar, diction, sentence structure, punctuation, and spelling. Intended to stimulate students in applying the basic principles of English grammar in their day-to-day situations in industry and social life.

Prerequisite: None.

T-BUS 102	Typewriting	2	3	3
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Introduction to the touch typewriting system with emphasis on correct techniques, mastery of the keyboard, simple business correspondence, tabulation, and manuscripts.

Prerequisite: None.

T-MAT 110 Business Mathematics	5	0	5
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This course stresses the fundamental operations and their application to business problems. Topics covered include payrolls, price marking, interest and discount commission, taxes, and pertinent uses of mathematics in the field of business.

Prerequisite: None.

T-BUS 101 Introduction to Business	5	0	5
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A survey of the business world with particular attention devoted to the structure of the various types of business organization, methods of financing, internal organization, and management.

Prerequisite: None.

T-ECO 102 Economics	3	0	3
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The fundamentals principles of economics including the institutions and practices by which people gain a livelihood. Included is a study of the laws of supply and demand and the principles bearing upon production, exchange, distribution, and consumption both in relation to the individual enterprise and to society at large.

Prerequisite: None.

Second Quarter

T-ENG 102 Composition	3	0	3
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Designed to aid the student in the improvement of self-expression in business and technical composition. Emphasis is on the sentence, paragraph and whole composition.

Prerequisite: T-ENG 101.

T-BUS 120 Accounting	5	2	6
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Principles, techniques and tools of accounting, for understanding of the mechanics of accounting. Collecting, summarizing, analyzing, and reporting information about service and mercantile enterprises, to include practical application of the principles learned.

Prerequisite: T-MAT 110.

T-ECO 104 Economics	3	0	3
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Greater depth in principles of economics, including a penetration into the composition and pricing of national output, distribution of income, international trade and finance, and current economic problems.

Prerequisite: T-ECO 102.

T-BUS 115 Business Law	3	0	3
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A general course designed to acquaint the student with certain fundamentals and principles of business law, including contracts, negotiable instruments, and agencies.

Prerequisite: None.

T-BUS 123 Business Finance 3 0 3

Financing of business units, as individuals, partnerships, corporations, and trusts. A detailed study is made of short-term, long-term, and consumer financing. Prerequisite: None.

Third Quarter

T-ENG 103 Report Writing 3 0 3

The fundamentals of English are utilized as a background for the organization and techniques of modern report writing. Exercises in developing typical reports, using writing techniques and graphic devices are completed by the students. Practical application in the preparation of a full-length report is required of each student at the end of the term. This report must have to do with something in his chosen curriculum.

Prerequisite: T-ENG 102.

T-BUS 124 Business Finance 3 0 3

Financing, federal, state, and local government and the ensuing effects upon the economy. Factors affecting supply of funds, monetary and credit policies.

Prerequisite: T-BUS 123.

T-BUS 110 Office Machines 2 2 3

A general survey of the business and office machines. Students will receive training in techniques, processes, operation and application of the ten-key adding machines, full keyboard adding machines, and calculator.

Prerequisite: None.

T-BUS 121 Accounting 5 2 6

Partnership and corporation accounting including a study of payrolls, federal and state taxes. Emphasis is placed on the recording, summarizing and interpreting data for management control rather than on bookkeeping skills. Accounting services are shown as they contribute to the recognition and solution of management problems.

Prerequisite: T-BUS 120.

T-BUS 116 Business Law 3 0 3

Includes the study of laws pertaining to bailments, sales, risk-bearing, partnership-corporation, mortgages, and property rights.

Prerequisite: T-BUS 115.

Fourth Quarter

T-ENG 204 Oral Communication 3 0 3

A study of basic concepts and principles of oral communications to enable the student to communicate with others. Emphasis is placed on the speaker's

attitude, improving diction, voice, and the application of particular techniques of theory to correct speaking habits and to produce effective oral presentation. Particular attention given to conducting meetings, conferences, and interviews. Prerequisite: T-ENG 101.

T-BUS 232 Sales Development 3 0 3

A study of retail, wholesale and specialty selling. Emphasis is placed upon mastering and applying the fundamentals of selling. Preparation for and execution of sales demonstrations required.

Prerequisite: None.

T-EDP 104 Introduction to Data Processing Systems 3 2 4

Fundamental concepts and operational principles of data processing systems, as an aid in developing a basic knowledge of computers, prerequisite to the detail study of particular computer problems. This course is a prerequisite for all programming courses.

Prerequisite: None.

T-BUS 239 Marketing 5 0 5

A general survey of the field of marketing, with a detailed study of the functions, policies, and institutions involved in the marketing process.

Prerequisite: None.

Fifth Quarter

T-ENG 206 Business Communication 3 0 3

Develops skills in techniques in writing business communications. Emphasis is placed on writing action—getting sales letters and prospectuses. Business reports, summaries of business conferences, letters involving credit, collections, adjustments, complaints, orders, acknowledgements, remittances, and inquiry.

Prerequisite: T-ENG 102

T-BUS 243 Advertising 3 2 4

The role of advertising in a free economy and its place in the media of mass communications. A study of advertising appeals; product and market research; selection of media; means of testing effectiveness of advertising. Theory and practice of writing advertising copy for various media.

Prerequisite: None.

T-BUS 235 Business Management 3 0 3

Principles of business management including overview of major functions of management, such as planning, staffing, controlling, directing, and financing. Clarification of the decision-making function versus the operating function. Role of management in business—qualifications and requirements.

Prerequisite: None.

Sixth Quarter

T-BUS 229 Taxes 3 2 4

Application of federal and state taxes to various businesses and business conditions. A study of the following taxes: income, payroll, intangible, capital gain, sales and use, excise, and inheritance.

Prerequisite: T-BUS 121.

T-BUS 272 Principles of Supervision 3 0 3

Introduces the basic responsibilities and duties of the supervisor and his relationship to superiors, subordinates, and associates. Emphasis on securing an effective work force and the role of the supervisor. Methods of supervision are stressed.

Prerequisite: None.

T-BUS 271 Office Management 3 0 3

Presents the fundamental principles of office management. Emphasis on the role of office management including its functions, office automation, planning, controlling, organizing and actuating office problems.

Prerequisite: None.

ELECTIVES

T-BUS 247 Business Insurance 3 0 3

A presentation of the basic principles of risk insurance and their application. A survey of the various types of insurance is included.

Prerequisite: None.

T-BUS 219 Credit Procedures and Problems 3 0 3

Principles and practices in the extension of credit; collection procedures; laws pertaining to credit extension and collection are included.

Prerequisite: T-BUS 120.

T-BUS 255 Interpreting Accounting Records 3 0 3

Designed to aid the student in developing a "use understanding" of accounting records, reports and financial statements. Interpretation, analysis, and utilization of accounting statements.

Prerequisite: T-BUS 121.

T-BUS 233 Personnel Management 3 0 3

Principles of organization and management of personnel, procurement, placement, training, performance checking, supervision, remuneration, labor relations, fringe benefits and security.

Prerequisite: None.

T-BUS 245 Retailing 3 0 3

A study of the role of retailing in the economy including development of present retail structure, functions performed, principles governing effective operation and managerial problems resulting from current economic and social trends. Prerequisite: None.

T-BUS 237 Wholesaling 3 0 3

The development of wholesaling; present day trends in the United States. A study of the functions of wholesaling. Prerequisite: None.

T-BUS 266 Budget and Record Keeping 3 0 3

The basic principles, methods, and procedures for preparation and operation of budgets. Special attention is given to the involvement of individual departments and the role they play. Emphasis on the necessity for accurate record keeping in order to evaluate the effectiveness of budget planning. Prerequisite: T-BUS 121.

T-BUS 217 Business Law 3 0 3

A study of the powers, policies, methods, and procedures used by the various federal, state and local administrative agencies in promoting and regulating business enterprises. It includes a consideration of the constitutional and statutory limitations on these bodies and judicial review of administrative action. Prerequisite: T-BUS 116.

T-SSC 201 Social Science 3 0 3

An integrated course in the social sciences, drawing from the fields of anthropology, psychology, history, and sociology. Prerequisite: None.

T-SSC 202 Social Science 3 0 3

A further study of social sciences with emphasis on economics, political science, and social problems as they relate to the individual. Prerequisite: T-SSC 201.

T-PSY 206 Applied Psychology 3 0 3

A study of the principles of psychology that will be of assistance in the understanding of inter-personal relations on the job. Motivation, feelings and emotions are considered with particular reference to on-the-job problems. Other topics investigated are: employee selection, supervision, job satisfaction, and industrial conflicts. Attention is also given to personal and group dynamics so that the student may learn to apply the principles of mental hygiene to his adjustment problems as a worker and a member of the general community. Prerequisite: None.

T-SSC 205 American Institutions 3 0 3

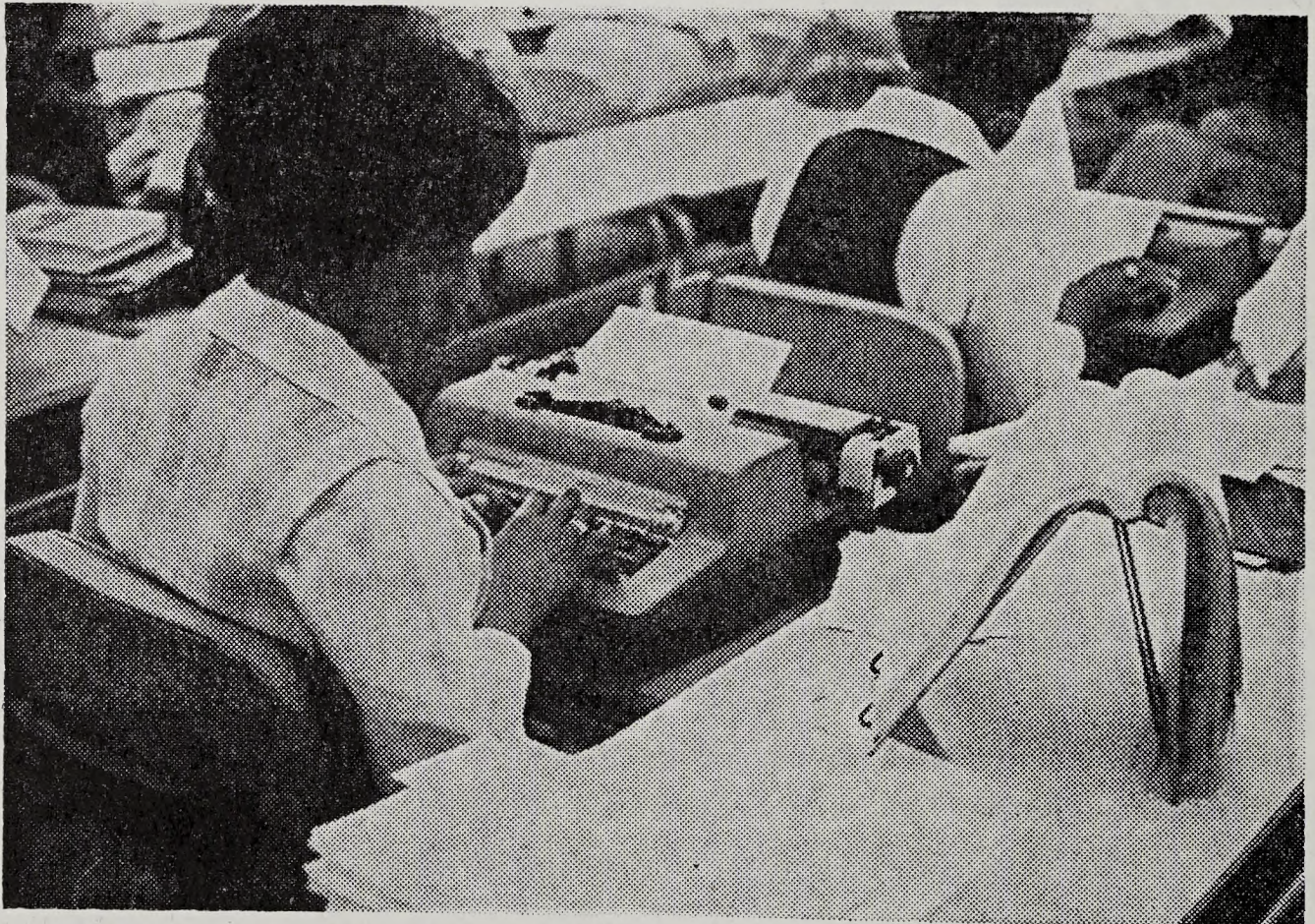
A study of the effect of American social, economic, and political institutions upon the individual as a citizen and as a worker. The course dwells upon current local, national, and global problems viewed in the light of our political and economic heritage. Prerequisite: None.

GENERAL OFFICE TECHNOLOGY

The General Office Occupations curriculum is designed to develop the necessary variety of skills for employment in the business world. Specialized training in skill areas is supplemented by related courses in mathematics, accounting, business law, and applied psychology.

More people are now employed in clerical occupations than in any other single job category. Automation and increased production will mean that these people will need more technical skills and a greater adaptability for diversified types of jobs.

The graduate of the General Office Occupations curriculum may be employed as an administrative assistant, accounting clerk, assistant office manager, bookkeeper, file clerk, machine transcriptionist, or a variety of other clerical-related jobs. Positions are available in almost every type of business, large or small.



GENERAL OFFICE TECHNOLOGY

Suggested Courses By Quarters

		Hours Per Week		Quarter
Course Title		Class	Lab.	Hours Credit
First Quarter				
T-ENG 101	Grammar	3	0	3
T-BUS 102	Typewriting (or Elective)	2	3	3
T-MAT 110	Business Mathematics	5	0	5
T-BUS 101	Introduction to Business	5	0	5
T-ECO 102	Economics	3	0	3
		<hr/> 18	<hr/> 3	<hr/> 19
Second Quarter				
T-ENG 102	Composition	3	0	3
T-BUS 103	Typewriting (or elective)	2	3	3
T-BUS 110	Office Machines	2	2	3
T-BUS 115	Business Law	3	0	3
T-BUS 120	Accounting	5	2	6
		<hr/> 15	<hr/> 7	<hr/> 18
Third Quarter				
T-ENG 103	Report Writing	3	0	3
T-BUS 104	Typewriting	2	3	3
T-BUS 112	Filing	3	0	3
T-BUS 116	Business Law	3	0	3
T-BUS 121	Accounting	5	2	6
		<hr/> 16	<hr/> 5	<hr/> 18
Fourth Quarter				
T-ENG 204	Oral Communication	3	0	3
T-BUS 205	Advanced Typewriting	2	3	3
T-BUS 211	Office Machines	2	2	3
T-BUS 232	Sales Development	3	0	3
T-BUS 212	Machine Transcription - Executive	1	2	2
	Elective	3	0	3
		<hr/> 14	<hr/> 7	<hr/> 17

Fifth Quarter

T-ENG 206	Business Communication	3	0	3
T-BUS 213	Office Procedures	3	2	4
T-EDP 104	Introduction to Data Processing			
	Systems	3	2	4
	Social Science Elective	3	0	3
	Elective	6	0	6
		<hr/> 18	<hr/> 4	<hr/> 20

Sixth Quarter

T-BUS 271	Office Management	3	0	3
T-BUS 229	Taxes	3	2	4
T-BUS 210	Typing Office Practice	2	3	3
	Social Science Elective	3	0	3
	Elective	3	0	3
		<hr/> 14	<hr/> 5	<hr/> 16

Total Quarter Hours in Courses	96
Electives (Min.)	12
Total	<hr/> 108

GENERAL OFFICE TECHNOLOGY

Course Descriptions

	Hours Per Week		Quarter Hours Credit
	Class	Lab.	

First Quarter

T-ENG 101	Grammar	3	0	3
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Designed to aid the student in the improvement of self-expression in grammar. The approach is functional with emphasis on grammar, diction, sentence structure, punctuation, and spelling. Intended to stimulate students in applying the basic principles of English grammar in their day-to-day situations in industry and social life.

Prerequisite: None.

T-BUS 102	Typewriting (or elective)	2	3	3
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Introduction to the touch typewriting system with emphasis on correct techniques, mastery of the keyboard, simple business correspondence, tabulation, and manuscripts.

Prerequisite: None.

T-MAT 110 Business Mathematics 5 0 5

This course stresses the fundamental operations and their application to business problems. Topics covered include payrolls, price marking, interest and discount, commission, taxes, and pertinent uses of mathematics in the field of business.

Prerequisite: None.

T-BUS 101 Introduction to Business 5 0 5

A survey of the business world with particular attention devoted to the structure of the various types of business organization, methods of financing, internal organization, and management.

Prerequisite: None.

T-ECO_102 Economics 3 0 3

The fundamentals principles of economics including the institutions and practices by which people gain a livelihood. Included is a study of the laws of supply and demand and the principles bearing upon production, exchange, distribution, and consumption both in relation to the individual enterprise and to society at large.

Prerequisite: None.

Second Quarter

T-ENG 102 Composition 3 0 3

Designed to aid the student in the improvement of self-expression in business and technical composition. Emphasis is on the sentence, paragraph and whole composition.

Prerequisite: T-ENG 101.

T-BUS 103 Typewriting (or elective) 2 3 3

Instruction emphasizes the development of speed and accuracy with further mastery of correct typewriting techniques. These skills and techniques are applied in tabulation, manuscript, correspondence, and business forms.

Prerequisite: T-BUS 102 or the equivalent. Speed requirement, 30 words per minute for five minutes.

T-BUS 110 Office Machines 2 2 3

A general survey of the business and office machines. Students will receive training in techniques, processes, operation and application of the ten-key adding machines, full keyboard adding machines, and calculator.

Prerequisite: None.

T-BUS 115 Business Law 3 0 3

A general course designed to acquaint the student with certain fundamentals and principles of business law, including contracts, negotiable instruments, and agencies.

Prerequisite: None.

T-BUS 120 Accounting**5****2****6**

Principles, techniques and tools of accounting, for understanding of the mechanics of accounting. Collecting, summarizing, analyzing, and reporting information about service and mercantile enterprises, to include practical application of the principles learned.

Prerequisite: T-MAT 110.

Third Quarter**T-ENG 103 Report Writing****3****0****3**

The fundamentals of English are utilized as a background for the organization and techniques of modern report writing. Exercises in developing typical reports, using writing techniques and graphic devices are completed by the students. Practical application in the preparation of a full-length report is required of each student at the end of the term. This report must have to do with something in his chosen curriculum.

Prerequisite: T-ENG 102.

T-BUS 104 Typewriting**2****3****3**

Emphasis on production typing problems and speed building. Attention to the development of the student's ability to function as an expert typist, producing mailable copies. The production units are tabulation, manuscript, correspondence, and business forms.

Prerequisite: T-BUS 103 or the equivalent. Speed requirement: 40 words per minute for five minutes.

T-BUS 112 Filing**3****0****3**

Fundamentals of indexing and filing, combining theory and practice by the use of miniature letters, filing boxes and guides. Alphabetic, Triple Check, Automatic, Geographic, Subject, Soundex, and Dewey Decimal Filing.

Prerequisite: None.

T-BUS 116 Business Law**3****0****3**

Includes the study of laws pertaining to bailments, sales, risk-bearing, partnership-corporation, mortgages, and property rights.

Prerequisite: T-BUS 115.

T-BUS 121 Accounting**5****2****6**

Partnership and corporation accounting including a study of payrolls, Federal and State Taxes. Emphasis is placed on the recording, summarizing, and interpreting data for management control rather than on bookkeeping skills. Accounting services are shown as they contribute to the recognition and solution of management problems.

Prerequisite: T-BUS 120.

Fourth Quarter

T-ENG 204 Oral Communication 3 0 3

A study of basic concepts and principles of oral communications to enable the student to communicate with others. Emphasis is placed on the speaker's attitude, improving diction, voice, and the application of particular techniques of theory to correct speaking habits and to produce effective oral presentation. Particular attention given to conducting meetings, conferences, and interviews.

Prerequisite: T-ENG 101.

T-BUS 205 Advanced Typewriting 2 3 3

Emphasis is placed on the development of individual production rates. The student learns the techniques needed in planning and in typing projects that closely approximate the work appropriate to the field of study. These projects include review of letter forms, methods of duplication, statistical tabulation, and the typing of reports, manuscripts and legal documents.

Prerequisite: T-BUS 104. Speed requirement, 50 words per minute for five minutes.

T-BUS 211 Offices Machines 2 2 3

Instructions in the operation of the bookkeeping-accounting machines, duplicating equipment, and the dictating and transcribing machines.

Prerequisite: T-BUS 110.

T-BUS 232 Sales Development 3 0 3

A study of retail, wholesale and specialty selling. Emphasis is placed upon mastering and applying the fundamentals of selling. Preparation for and execution of sales demonstrations required.

Prerequisite: None.

T-BUS 212 Machine Transcription — Executive 1 2 2

A study and practice course in the use of transcribing machines in business dictation. Proficiency in word usage, correct grammar, and letter styles will be emphasized.

Prerequisite: T-BUS 103.

Fifth Quarter

T-ENG 206 Business Communication 3 0 3

Develops skills in techniques in writing business communications. Emphasis is placed on writing action—getting sales letters and prospectuses. Business reports, summaries of business conferences, letters involving credit, collections, adjustments, complaints, orders, acknowledgements, remittances, and inquiry.

Prerequisite: T-ENG 102.

T-BUS 213 Office Procedures 3 2 4

Designed to acquaint the student with the responsibilities encountered by

a general office worker during the work day. These include the following: receptionist duties, handling the mail, telephone techniques, travel information, telegrams, office records, purchasing of supplies, office organization, and insurance claims.

Prerequisite: None.

T-EDP 104 Introduction to Data Processing Systems 3 2 4

Fundamental concepts and operational principles of data processing systems, as an aid in developing a basic knowledge of computers, prerequisite to the detail study of particular computer problems. This course is a prerequisite for all programming courses.

Prerequisite: None.

Sixth Quarter

T-BUS 271 Office Management 3 0 3

Presents the fundamental principles of office management. Emphasis on the role of office management including its functions, office automation, planning, controlling, organizing and actuating office problems.

Prerequisite: None.

T-BUS 229 Taxes 3 2 4

Application of Federal and State taxes to various businesses and business conditions. A study of the following taxes: income, payroll, intangible, capital gain, sales and use, excise, and inheritance.

Prerequisite: T-BUS 121.

T-BUS 210 Typing Office Practice 3 0 3

A course designed to familiarize the student with the forms and routines found in a typical business. Emphasis is placed upon correct procedures and adaptability to varying office methods.

Prerequisite: T-BUS 205.

ELECTIVES

T-PSY 112 Personality Development 3 0 3

Designed to help the student recognize the importance of the physical, intellectual, social, and emotional dimensions of personality. Emphasis is placed on grooming and methods of personality improvement.

Prerequisite: None.

T-BUS 183E Terminology and Vocabulary 3 0 3

To develop an understanding of the terminology and vocabulary appropriate to the course of study, as it is used in business, technical, and professional offices.

Prerequisite: T-BUS 107.

T-BUS 121 Accounting**5****2****6**

Partnership and corporation accounting including a study of payrolls, federal and state taxes. Emphasis is placed on the recording, summarizing and interpreting data for management control rather than on bookkeeping skills. Accounting services are shown as they contribute to the recognition and solution of management problems.

Prerequisite: T-BUS 120.

T-ECO 102 Economics**3****0****3**

The fundamental principles of economics including the institutions and practices by which people gain a livelihood. Included is a study of the laws of supply and demand and the principles bearing upon production, exchange, distribution, and consumption both in relation to the individual enterprise and to society at large.

Prerequisite: None.

T-BUS 215E Office Application

During the sixth quarter only, students are assigned to work in a business, technical, or professional office for six hours per week. The objective is to provide actual work experience for secretarial students and an opportunity for the practical application of the skills and knowledge previously learned, according to the course of study.

Prerequisite: T-BUS 214, T-BUS 205, T-BUS 208, T-BUS 211.

T-ECO 108 Consumer Economics

Designed to help the student use his resources of time, energy, and money to get the most out of life. It gives the student an opportunity to build useful skills in buying, managing his finances, increasing his resources, and to understand better the economy in which he lives.

Prerequisite: None.

T-BUS 116 Business Law

Includes the study of laws pertaining to bailments, sales, risk-bearing, partnership-corporation, mortgages, and property rights.

Prerequisite: T-BUS 115.

T-SSC 201 Social Sciences

An integrated course in the social sciences, drawing from the fields of anthropology, psychology, history, and sociology.

Prerequisite: None.

T-SSC 202 Social Sciences

A further study of social sciences with emphasis on economics, political science, and social problems as they relate to the individual.

Prerequisite: T-SSC 201.

SECRETARIAL SCIENCE – EXECUTIVE

The demand for well qualified secretaries in the growing economy of North Carolina is becoming acute. The purpose of the Executive Secretarial curriculum is to provide specialized education in the accepted procedures required in business offices and to enable persons to become proficient on the job soon after accepting employment.

The Executive Secretarial Curriculum is designed to offer students the necessary secretarial skills in typing, dictation, transcription, and terminology for employment in the business world. Special training in secretarial subjects is supplemented by related courses in mathematics, accounting, business law, and personality development. Advanced placement in skill subjects is available for those students who have developed typing and shorthand skills prior to entrance.

The graduate of the Executive Secretarial Curriculum is trained in business terminology and in dictation and accurate transcription of letters and reports. The graduate may be employed as a stenographer or secretary. Stenographers are primarily responsible for taking dictation and transcribing letters, memoranda, or reports. The secretary, in addition to taking dictation and transcribing, is given more responsibility in connection with meeting office callers, screening telephone calls, and handling a variety of other secretarial duties. She may enter a secretarial position in various offices in businesses such as insurance companies, banks, financial firms, marketing organizations, and governmental agencies.

SECRETARIAL SCIENCE – LEGAL

The demand for well qualified legal secretaries to assist the legal profession is well recognized. The Secretarial curriculum is to provide specialized training in the accepted procedures required by the legal profession, and to enable persons to become proficient soon after accepting employment in the legal office.

The curriculum is designed to offer the students the necessary secretarial skills in typing, dictation, transcription, and terminology for employment in the legal profession. The special training in secretarial subjects is supplemented by related courses in mathematics, accounting, business law, and personality development.

The graduate of the Legal Secretarial curriculum is trained in legal terminology and in dictation and accurate transcription of legal records, reports, letters, and documents. The duties of a legal secretary may consist of taking dictation and transcribing letters, memoranda and reports; meeting office callers and screening telephone calls; filing; and scheduling appointments. Opportunities for employment of the graduate exist in a variety of secretarial positions in the legal profession such as in lawyers' offices and state and government offices.

SECRETARIAL SCIENCE – MEDICAL

The demand for well qualified medical secretaries in the ever-expanding medical profession is becoming more acute. The purpose of the Medical Secretarial curriculum is to provide sepecialized training in the accepted procedures required by the medical profession, and to enable persons to become proficient soon after accepting employment in the medical and health occupations.

The Medical Secretarial curriculum is designed to offer the students the necessary secretarial skills in typing, dictation, transcription, and terminology for employment in the medical profession. The special training in secretarial subjects is supplemented by related courses in mathematics, accounting, business law, and personality development.

The graduate of the Medical Secretarial curriculum is trained in medical terminology and in dictation and accurate transcription of medical records, reports, and letters. The duties of a medical secretary may consist of taking dictation and transcribing letters; memoranda and reports; meeting office callers and screening telephone calls; filing, and scheduling appointments. The graduate may enter a secretarial position in a variety of offices such as a physician's office, private and public hospitals, federal and state health programs, and the drug and pharmaceutical industry.

SECRETARIAL SCIENCE — EXECUTIVE

Suggested Courses By Quarters

		Hours Per Week		Quarter
		Class	Lab.	Hours Credit
First Quarter				
T-ENG 101	Grammar	3	0	3
T-BUS 102	Typewriting (Or Elective)	2	3	3
T-MAT 110	Business Mathematics	5	0	5
T-BUS 101	Introduction to Business	5	0	5
T-BUS 106	Shorthand (Or Elective)	3	2	4
		<hr/> 18	<hr/> 5	<hr/> 20
Second Quarter				
T-ENG 102	Composition	3	0	3
T-BUS 103	Typewriting (Or Elective)	2	3	3
T-BUS 107	Shorthand	3	2	4
T-BUS 120	Accounting	5	2	6
T-BUS 115	Business Law	3	0	3
		<hr/> 16	<hr/> 7	<hr/> 19
Third Quarter				
T-ENG 103	Report Writing	3	0	3
T-BUS 104	Typewriting	2	3	3
T-BUS 108	Shorthand	3	2	4
T-BUS 110	Office Machines	2	2	3
T-BUS 112	Filing	3	0	3
		<hr/> 13	<hr/> 7	<hr/> 16
Fourth Quarter				
T-ENG 204	Oral Communication	3	0	3
T-BUS 206E	Dictation and Transcription (Executive)	3	2	4
T-BUS 205	Advanced Typewriting	2	3	3
T-BUS 211	Office Machines	2	2	3
T-EDP 104	Introduction to Data Processing Systems	3	2	4
		<hr/> 13	<hr/> 9	<hr/> 17

Fifth Quarter

T-ENG 206	Business Communication	3	0	3
T-BUS 207E	Dictation and Transcription (Executive)	3	2	4
T-BUS 214	Secretarial Procedures	3	2	4
	Social Science Elective	3	0	3
	Elective	6	0	6
		<hr/> 18	<hr/> 4	<hr/> 20

Sixth Quarter

T-BUS 208E	Social Science Elective	3	0	3
	Dictation and Transcription (Executive)	3	2	4
T-BUS 271	Office Management	3	0	3
	Elective	6	0	6
		<hr/> 15	<hr/> 2	<hr/> 16

Total Quarter Hours in Courses	96
Electives (Min.)	12
Total	<hr/> 108

The curricula for the legal and medical specialty programs differ in content from the Secretarial Science – Executive programs as indicated below:

SECRETARIAL SCIENCE – LEGAL

Third Quarter

T-BUS 183L	Terminology and Vocabulary (Addition)	3	0	3
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Fourth Quarter

T-BUS 206L	Dictation and Transcription (Substitution)	3	2	4
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Fifth Quarter

T-BUS 207L	Dictation and Transcription (Substitution)	3	2	4
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Sixth Quarter

T-BUS 208L	Dictation and Transcription (Substitution)	3	2	4
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SECRETARIAL SCIENCE — MEDICAL

Third Quarter

T—BUS 183M	Terminology and Vocabulary (Addition)	3	0	3
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Fourth Quarter

T—BUS 206M	Dictation and Transcription (Substitution)	3	2	4
T—BUS 284M	Terminology and Vocabulary (Addition)	3	0	3

Fifth Quarter

T—BUS 207M	Dictation and Transcription (Substitution)	3	2	4
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Sixth Quarter

T—BUS 208M	Dictation and Transcription (Substitution)	3	2	4
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SECRETARIAL SCIENCE

Course Descriptions

		Hours Per Week		Quarter
		Class	Lab.	Hours Credit
First Quarter				
T—ENG 101	Grammar	3	0	3
Designed to aid the student in the improvement of self-expression in grammar. The approach is functional with emphasis on grammar, diction, sentence structure, punctuation, and spelling. Intended to stimulate students in applying the basic principles of English grammar in their day-to-day situations in industry and social life. Prerequisite: None.				
T—BUS 102	Typewriting	2	3	3
Introduction to the touch typewriting system with emphasis on correct techniques, mastery of the keyboard, simple business correspondence, tabulation, and manuscripts. Prerequisite: None.				
T—MAT 110	Business Mathematics	5	0	5
This course stresses the fundamental operations and their application to business problems. Topics covered include payrolls, price marking, interest and discount, commission, taxes, and pertinent uses of mathematics in the field of business. Prerequisite: None.				

T-BUS 101 Introduction to Business 5 0 5

A survey of the business world with particular attention devoted to the structure of the various types of business organization, methods of financing, internal organization, and management.

Prerequisite: None.

T-BUS 106 Shorthand 3 2 4

A beginning course in the theory and practice of reading and writing shorthand. Emphasis on phonetics, penmanship, word families, brief forms, and phrases.

Prerequisite: None.

Second Quarter

T-ENG 102 Composition 3 0 3

Designed to aid the student in the improvement of self-expression in business and technical composition. Emphasis is on the sentence, paragraph and whole composition.

Prerequisite: T-ENG 101.

T-BUS 103 Typewriting 2 3 3

Instruction emphasizes the development of speed and accuracy with further mastery of correct typewriting techniques. These skills and techniques are applied in tabulation, manuscript, correspondence, and business forms.

Prerequisite: T-BUS 102 or the equivalent. Speed requirement, 30 words per minute for five minutes.

T-BUS 107 Shorthand 3 2 4

Continued study of theory with greater emphasis on dictation and elementary transcription.

Prerequisite: T-BUS 106 or the equivalent.

T-BUS 120 Accounting 5 2 6

Principles, techniques and tools of accounting, for understanding of the mechanics of accounting. Collecting, summarizing, analyzing, and reporting information about service and mercantile enterprises, to include practical application of the principles learned.

Prerequisite: T-MAT 110.

T-BUS 115 Business Law 3 0 3

A general course designed to acquaint the student with certain fundamentals and principles of business law, including contracts, negotiable instruments, and agencies.

Prerequisite: None.

Third Quarter

T-ENG 103 Report Writing	3	0	3
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The fundamentals of English are utilized as a background for the organization and techniques of modern report writing. Exercises in developing typical reports, using writing techniques and graphic devices are completed by the students. Practical application in the preparation of a full-length report is required of each student at the end of the term. This report must have to do with something in his chosen curriculum.

Prerequisite: T-ENG 102.

T-BUS 104 Typewriting	2	3	3
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Emphasis on production typing problems and speed building. Attention to the development of the student's ability to function as an expert typist, producing mailable copies. The production units are tabulation, manuscript, correspondence, and business forms.

Prerequisite: T-BUS 103 or the equivalent. Speed requirement, 40 words per minute for five minutes.

T-BUS 108 Shorthand	3	2	4
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Theory and speed building. Introduction to office style dictation. Emphasis on development of speed in dictation and accuracy in transcription.

Prerequisite: T-BUS 107.

T-BUS 110 Office Machines	2	2	3
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A general survey of the business and office machines. Students will receive training in techniques, processes, operation and application of the ten-key adding machines, full keyboard adding machines, and calculator.

Prerequisite: None.

T-BUS 112 Filing	3	0	3
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Fundamentals of indexing and filing, combining theory and practice by the use of miniature letters, filing boxes and guides. Alphabetic, Triple Check, Automatic, Geographic, Subject, Soundex, and Dewey Decimal filing.

Prerequisite: None.

Fourth Quarter

T-ENG 204 Oral Communication	3	0	3
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A study of basic concepts and principles of oral communications to enable the student to communicate with others. Emphasis is placed on the speaker's attitude, improving diction, voice, and the application of particular techniques of theory to correct speaking habits and to produce effective oral presentation. Particular attention given to conducting meetings, conferences, and interviews.

Prerequisite: T-ENG 101.

T-BUS 206E Dictation and Transcription	3	2	4
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Develops the skill of taking dictation and of transcribing at the typewriter materials appropriate to the course of study, which includes a review of the theory and the dictation of familiar and unfamiliar material at varying rates of speed. Minimum dictation rate of 100 words per minute required for five minutes on new material.

Prerequisite: T-BUS 108.

T-BUS 205 Advanced Typewriting	2	3	3
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Emphasis is placed on the development of individual production rates. The student learns the techniques needed in planning and in typing projects that closely approximate the work appropriate to the field of study. These projects include review of letter forms, methods of duplication, statistical tabulation, and the typing of reports, manuscripts and legal documents.

Prerequisite: T-BUS 104. Speed requirement, 50 words per minute for five minutes.

T-BUS 211 Office Machines	2	2	3
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Instructions in the operation of the bookkeeping-accounting machines, duplicating equipment, and the dictating and transcribing machines.

Prerequisite: T-BUS 110.

T-EDP 104 Introduction to Data Processing Systems	3	2	4
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Fundamental concepts and operational principles of data processing systems, as an aid in developing a basic knowledge of computers, prerequisite to the detail study of particular computer problems. This course is a prerequisite for all programming courses.

Prerequisite: None.

Fifth Quarter

T-ENG 206 Business Communication	3	0	3
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Develops skills in techniques in writing business communications. Emphasis is placed on writing action — getting sales letters and prospectuses. Business reports, summaries of business conferences, letters involving credit, collections, adjustments, complaints, orders, acknowledgements, remittances, and inquiry.

Prerequisite: T-ENG 102.

T-BUS 207E Dictation and Transcription	3	2	4
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Covering materials appropriate to the course of study, the student develops the accuracy, speed, and vocabulary that will enable her to meet the stenographic requirements of business and professional offices. Minimum dictation rate of 110 words per minute required for five minutes on new material.

Prerequisite: T-BUS 206.

T-BUS 214 Secretarial Procedures	3	2	4
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Designed to acquaint the student with the responsibilities encountered by a secretary during the work day. These include the following: receptionist duties, handling the mail, telephone techniques, travel information, telegrams, office records, purchasing of supplies, office organization, and insurance claims.
Prerequisite: None.

Sixth Quarter

T-BUS 208E Dictation and Transcription	3	2	4
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Principally a speed building course, covering materials appropriate to the course of study, with emphasis on speed as well as accuracy. Minimum dictation rate of 120 words per minute required for five minutes on new material.
Prerequisite: T-BUS 207.

T-BUS 271 Office Management	3	0	3
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Presents the fundamental principles of office management. Emphasis on the role of office management including its functions, office automation, planning, controlling, organizing and actuating office problems.
Prerequisite: None.

ELECTIVES

T-PSY 112 Personality Development	3	0	3
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Designed to help the student recognize the importance of the physical, intellectual, social, and emotional dimensions of personality. Emphasis is placed on grooming and methods of personality improvement.
Prerequisite: None.

T-BUS 183E Terminology and Vocabulary	3	0	3
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To develop an understanding of the terminology and vocabulary appropriate to the course of study, as it is used in business, technical, and professional offices.
Prerequisite: T-BUS 107.

T-BUS 121 Accounting	5	2	6
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Partnership and corporation accounting including a study of payrolls, federal and state taxes. Emphasis is placed on the recording, summarizing and interpreting data for management control rather than on bookkeeping skills. Accounting services are shown as they contribute to the recognition and solution of management problems.
Prerequisite: T-BUS 120.

T-ECO 102 Economics	3	0	3
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The fundamental principles of economics including the institutions and

practices by which people gain a livelihood. Included is a study of the laws of supply and demand and the principles bearing upon production, exchange, distribution, and consumption both in relation to the individual enterprise and to society at large.

Prerequisite: None.

T-BUS 215E Office Application

During the sixth quarter only, students are assigned to work in a business, technical, or professional office for six hours per week. The objective is to provide actual work experience for secretarial students and an opportunity for the practical application of the skills and knowledge previously learned, according to the course of study.

Prerequisite: T-BUS 214, T-BUS 205, T-BUS 208, T-BUS 211.

T-ECO 108 Consumer Economics

Designed to help the student use his resources of time, energy, and money to get the most out of life. It gives the student an opportunity to build useful skills in buying, managing his finances, increasing his resources, and to understand better the economy in which he lives.

Prerequisite: None.

T-BUS 116 Business Law

Includes the study of laws pertaining to bailments, sales, risk-bearing, partnership-corporation, mortgages, and property rights.

Prerequisite: T-BUS 115.

T-SSC 201 Social Sciences

An integrated course in the social sciences, drawing from the fields of anthropology, psychology, history, and sociology.

Prerequisite: None.

T-SSC 202 Social Sciences

A further study of social sciences with emphasis on economics, political science, and social problems as they relate to the individual.

Prerequisite: T-SSC 201.

T-PSY 206 Applied Psychology

A study of the principles of psychology that will be of assistance in the understanding of inter-personal relations on the job. Motivation, feelings and emotions are considered with particular reference to on-the-job problems. Other topics investigated are: employee selection, supervision, job satisfaction, and industrial conflicts. Attention is also given to personal and group dynamics so that the student may learn to apply the principles of mental hygiene to his adjustment problems as a worker and a member of the general community.

Prerequisite: None.

GENERAL EDUCATION — COLLEGE TRANSFER OPTION PROGRAM

The General Education Curriculum has two main objectives. One is to provide the student with two years of general education and interest-type course work culminating in an Associate Degree in General Education. The second objective is to provide the student with the freshman level of course work that will be transferable to any accredited college or university which accepts transfer credit from Campbell College.

The second objective is achieved through a contractual agreement between Campbell College and Johnston Technical Institute, Smithfield, North Carolina. Through this agreement, Campbell College will provide the instructional services for 45 semester hours of course work on the campus of Johnston Technical Institute. These 45 hours of work will normally be completed during the first year in the program by a full-time student. When the student has successfully completed all or part of these hours of course work, application may be made to Campbell College or another accredited college or university that will accept these credits for transfer.

The student who chooses not to transfer to a college or university after the first year, may elect to continue at Johnston Technical Institute and work towards the Associate Degree in General Education. It is suggested that the student indicate at enrollment which option he or she plans to pursue at Johnston Technical Institute — the college transfer option or the general education degree.

Entrance Requirements

In order to enter the General Education Curriculum, whether transfer to a college or university is intended or not, the student must be a high school graduate or equivalent. To assure eligibility for admission to a degree program in a senior college or university, it is assumed that the entrance requirements of the senior college or university will have been met by students who desire to transfer.

The Curriculum

The first 45 semester hours of the curriculum provide a basic core of general education work. This is the college transfer portion

of the curriculum. The fifth and sixth quarters of course work are designed to permit students to build on this basic core of general education by taking specialty courses based on the interests of the individual student. For these electives, the student may choose courses from any of the technical curricula. The instructional program at Johnston Technical Institute will provide for the student a wide selection of offerings in the fields of business administration, general office technology, and secretarial science.

The entire two-year General Education Curriculum will require a minimum of 103 quarter hours of general education and occupationally oriented courses of which 67 quarter hours (the equivalent of 45 semester hours) are considered college transferable.

Semester hour-quarter hour conversion will be on the basis of one semester hour equal to one and one-half quarter hours.

GENERAL EDUCATION – COLLEGE TRANSFER OPTION

Suggested Courses

		Hours Per Week		Semester Credit Hours
		Class	Lab.	
First Semester				
*ENG 111E	Composition	3	0	3
*HIS 111E	Western Civilization	3	0	3
*GEL 111E	Physical Geology	3	2	4
*MUS 131E	Music Appreciation	3	0	3
*HEA 111E	Personal and Community Health	2	0	2
*PE 111E	Physical Education	0	2	1
		14	4	16
Second Semester				
*ENG 112E	Composition	3	0	3
*HIS 112E	Western Civilization	3	0	3
*GEL 112E	Historical Geology	3	2	4
*MAT 111E	College Algebra	3	0	3
*PSY 222E	General Psychology	3	0	3
*PE 112E	Physical Education	0	2	1
		15	4	17

Third Semester — First Summer Session

*ENG 221E	Major British Authors	3	0	3
*MAT 112E	Elementary Functions	3	0	3
		<hr/> 6	<hr/> 0	<hr/> 6

Third Semester — Second Summer Session

*ENG 222E	Major American Authors	3	0	3
*HIS 221E	American History	3	0	3
		<hr/> 6	<hr/> 0	<hr/> 6

		Hours Per Week		Quarter Credit Hours
Course Title		Class	Lab.	
Fifth Quarter				
T-ENG 204	Oral Communications	3	0	3
T-ECO 102	Economics	3	0	3
T-EDP 104	Introduction to Data Processing Systems	3	2	4
T-BUS 239	Marketing	5	0	5
T-BUS 102	Typewriting	2	3	3
		<hr/> 16	<hr/> 5	<hr/> 18

Sixth Quarter

T-ENG 206	Business Communications	3	0	3
T-ECO 104	Economics	3	0	3
T-BUS 120	Accounting	5	2	6
T-BUS 110	Office Machines	2	2	3
T-PSY 206	Applied Psychology	3	0	3
		<hr/> 16	<hr/> 4	<hr/> 18

* Asterisk indicates college credit courses offered by Campbell College.

“T” Indicates courses taught by Johnston Technical Institute. Substitution of any technical courses may be made if the schedule permits.

GENERAL EDUCATION — COLLEGE TRANSFER OPTION

Course Descriptions

Hours Per Week		Semester Credit Hours
Class	Lab.	

First Semester

*ENG 111E Composition

3	0	3
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A study of grammar, punctuation, spelling, and mechanics; principles and methods of composition; study of essays and other selected readings as a basis for constant practice in self-expression. Regular themes, reports, and conferences. Required outside reading.

*HIS 111E Western Civilization

3	0	3
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A survey of Western Civilization to the present, this course given attention to the origins of civilization and to relations between the West and non-Western areas of the world. History 111-112 is required of all candidates for a degree.

*GEL 111E Physical Geology

3	2	4
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A study of earth materials and landforms and the processes at work upon and within the earth. In the laboratory, emphasis will be placed on the identification of the common minerals and basic rock types and the use of topographic maps. A partial list of topics includes: geologic time, igneous, sedimentary and metamorphic geology; geologic structures; the action of wind, water, and glaciers.

*MUS 131E Music Appreciation

3	0	3
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An introduction to music through an understanding of the principles of form and the elements of music. Various styles and types of vocal and instrumental works are studied.

*HEA 111E Personal and Community Health

2	0	2
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A study of vital phenomena and their application to the human organism. Emphasis includes fundamental biological facts of human anatomy and physiology; personal and community health, education for family living, health hazards, and mental health.

*PE 111E Physical Education

0	2	1
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This course will consist of selections from the following activities for men and women. A balanced selection of team and individual activities are recommended. Exact offerings will be announced prior to registration. Archery - Badminton - Physical Conditioning - Tennis - Volleyball - Bowling - Swimming.

Second Semester

***ENG 112E Composition** 3 0 3

Composition, continued; a study of selected masterpieces representing basic types of literature; training in the research paper; required outside reading.

***HIS 112E Western Civilization** 3 0 3

A continuation of History 111.

***GEL 112E Historical Geology** 3 2 4

A history of the earth concerned with the changes in the earth's crust and the life that has existed upon that crust. Laboratory work will include a study of fossils and an introduction to geologic maps.

Prerequisite: Geology 111.

***MAT 111E College Algebra** 3 0 3

A study is made of sets, properties of real numbers, functions and relations of one variable, factoring, fractions, exponents and radicals, solution of equations in one variable, inequalities, graphs of functions, systems of equations, sequences, variation and proportion, binomial theorem, and mathematical induction.

***PSY 222E General Psychology** 3 0 3

A study of the various fields of psychology; the developmental process; motivation; emotion; frustration and adjustment; mental health; attention and perception; problems in group living. Attention is given to application of these topics to problems of study, self-understanding, and adjustment to the demands of society. Required of all prospective teachers.

***PE 112E Physical Education** 0 2 1

Same as 111E.

Third Semester — First Summer Session

***ENG 221E Major British Authors** 3 0 3

A study of major writers from Chaucer to Johnson in their cultural and historical setting, with emphasis on appreciation and interpretation of their principal works.

Prerequisite: English 111-112.

***MAT 112E Elementary Functions** 3 0 3

Circular, logarithmic, exponential and polynomial functions, radian measure, use of tables, linear interpolation, vectors, and complex numbers.

Third Semester — Second Summer Session

***ENG 222E Major American Authors** 3 0 3

A study of selected works by major American authors.

*HIS 221E American History	3	0	3
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The history of the United States from the discovery of America to the present is surveyed by means of lectures, textbook, discussion, and collateral readings.

	Hours Per Week		Quarter
	Class	Lab.	Credit Hours

Fifth Quarter

T-ENG 204 Oral Communication	3	0	3
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A study of basic concepts and principles of oral communications to enable the student to communicate with others. Emphasis is placed on the speaker's attitude, improving diction, voice, and the application of particular techniques of theory to correct speaking habits and to produce effective oral presentation. Particular attention given to conducting meetings, conferences, and interviews.

T-ECO 102 Economics	3	0	3
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The fundamental principles of economics including the institutions and practices by which people gain a livelihood. Included is a study of the laws of supply and demand and the principles bearing upon production, exchange, distribution, and consumption both in relation to the individual enterprise and to society at large.

T-EDP 104 Introduction to Data Processing Systems	3	2	4
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Fundamental concepts and operational principles of data processing systems, as an aid in developing a basic knowledge of computers, prerequisite to the detail study of particular computer problems. This course is a prerequisite for all programming courses.

T-BUS 239 Marketing	5	0	5
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A general survey of the field of marketing, with a detailed study of the functions, policies, and institutions involved in the marketing process.

T-BUS 102 Typewriting	2	3	3
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Introduction to the touch typewriting system with emphasis on correct techniques, mastery of the keyboard, simple business correspondence, tabulation, and manuscripts.

Sixth Quarter

T-ENG 206 Business Communications	3	0	3
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Develops skills in techniques in writing business communications. Emphasis is placed on writing action — getting sales letters and prospectuses. Business reports, summaries of business conferences, letters involving credit, collections, adjustments, complaints, orders, acknowledgements, remittances, and inquiry.

T-ECO 104 Economics 3 0 3

Greater depth in principles of economics, including a penetration into the composition and pricing of national output, distribution of income, international trade and finance, and current economic problems.

T-BUS 120 Accounting 5 2 6

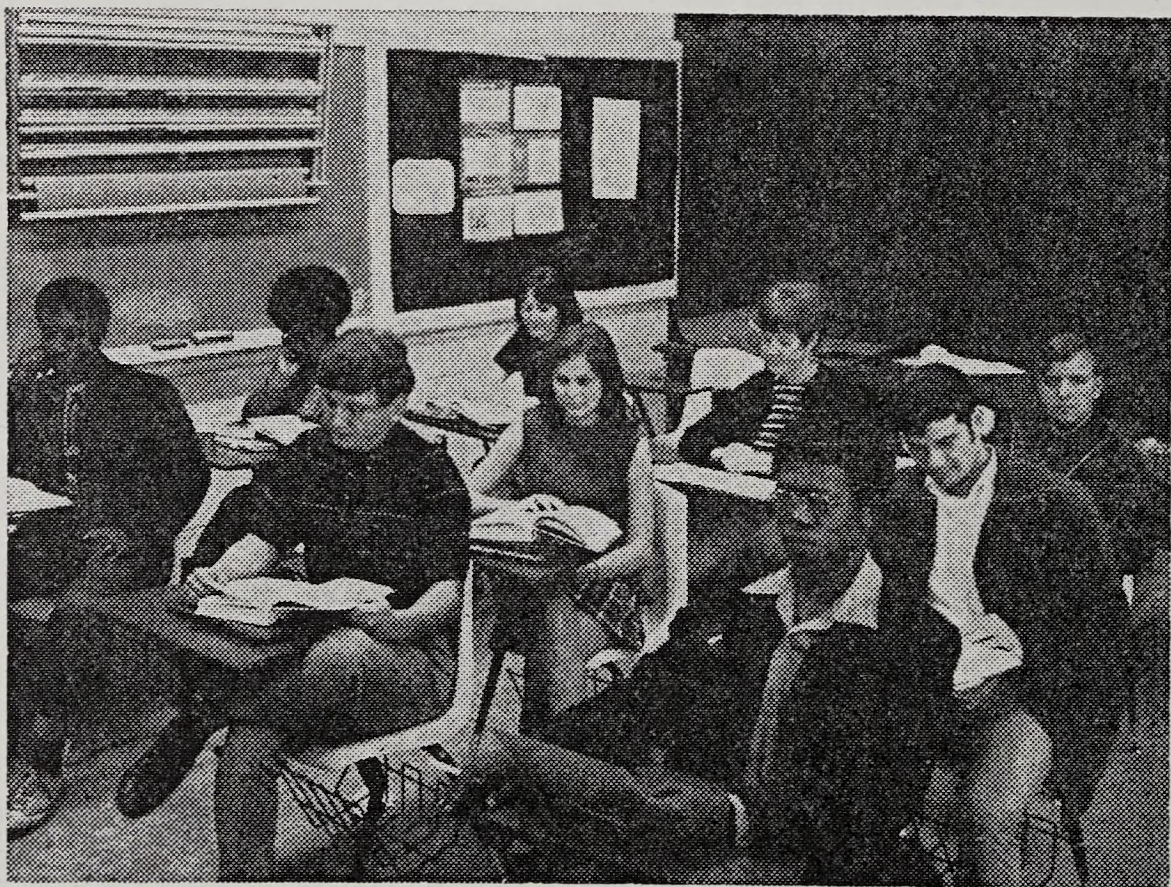
Principles, techniques and tools of accounting, for understanding of the mechanics of accounting. Collecting, summarizing, analyzing, and reporting information about service and mercantile enterprises, to include practical application of the principles learned.

T-BUS 110 Office Machines 2 2 3

A general survey of the business and office machines. Students will receive training in techniques, processes, operation and application of the ten-key adding machines, full keyboard adding machines, and calculator.

T-PSY 206 Applied Psychology 3 0 3

A study of the principles of psychology that will be of assistance in the understanding of inter-personal relations on the job. Motivation, feelings and emotions are considered with particular reference to on-the-job problems. Other topics investigated are: employee selection, supervision, job satisfaction, and industrial conflicts. Attention is also given to personal and group dynamics so that the student may learn to apply the principles of mental hygiene to his adjustment problems as a worker and a member of the general community.



DEVELOPMENTAL STUDIES PROGRAM

Technical, General, and Vocational Preparatory

The Developmental Studies Program provides an opportunity for students who need to strengthen their basic educational background. Through a flexible series of courses, instruction is provided in small groups to help the student overcome educational deficiencies that would be likely to prevent him from succeeding in an associate degree or diploma program. Students are encouraged to explore career opportunities and review their educational plans with a counselor in the Office of Student Personnel while taking these courses.

Developmental Studies courses are offered in the areas of reading and vocabulary development, grammar and composition, and mathematics.

Both classroom teaching and programmed instruction techniques are utilized in these courses. Students are assigned to courses depending upon the extent of their deficiencies and the entry requirements of the program of study they wish to pursue. Students may spend from a few hours per week during one quarter up to one full academic year (three quarters) in Developmental Studies courses.

Developmental Studies courses may be taken on a full time basis if necessary. On the other hand, a student may enroll, with the approval of his advisor, for one or more Developmental Studies courses in combination with one or more regular credit courses. Students registering for the first time are expected to schedule courses approved by the Admissions Office in cooperation with their faculty advisors. Specific content in each course may vary somewhat with the student's needs and his educational objectives.

Semester Basis

Course Title		Hours Per Week		Semester Hours Credit
		Class	Lab.	
ENG 081	Communication Skills I	2	3	0 (3)*
ENG 082	Communication Skills II	2	3	0 (3)*
ENG 083	Communication Skills III	3	2	0 (4)*
ENG 084	Communication Skills IV	3	2	0 (4)*
MAT 081	Fundamentals of Mathematics I	5	3	0 (6)*
MAT 082	Fundamentals of Mathematics II	5	3	0 (6)*

Quarter Basis

	Course Title	Hours Per Week		Quarter Hours Credit
		Class	Lab.	
ENG 091	Vocabulary and Reading Development I	2	3	0 (3)*
ENG 092	Vocabulary and Reading Development II	2	3	0 (3)*
ENG 093	Vocabulary and Reading Development III	2	3	0 (3)*
ENG 094	Grammar and Composition I	3	2	0 (4)*
ENG 095	Grammar and Composition II	3	2	0 (4)*
ENG 096	Grammar and Composition III	3	2	0 (4)*
MAT 091	Developmental Mathematics I	5	3	0 (6)*
MAT 092	Developmental Mathematics II	5	3	0 (6)*
MAT 093	Developmental Mathematics III	5	3	0 (6)*

* Number in parenthesis indicates equivalent credit hour values.

DEVELOPMENTAL STUDIES

Course Descriptions Semester Basis

	Course Title	Hours Per Week		Semester Hours Credit
		Class	Lab.	
ENG 081	Communication Skills I	2	3	0 (3)*
Emphasis is placed on improving vocabulary and reading skills with special attention given to the needs of the individual student.				
ENG 082	Communication Skills II	2	3	0 (3)*
Continuation of ENG 081, if indicated.				
ENG 083	Communication Skills III	3	2	0 (4)*
Sentence structure, techniques of clear writing, and paragraph development are stressed in the course.				
ENG 084	Communication Skills IV	3	2	0 (4)*
Continuation of ENG 083, if indicated.				

MAT 081	Fundamentals of Mathematics I	5	3	0 (6)*
Emphasis is placed on understanding the fundamentals of mathematics and the development of skills required for successful progress in the college transfer option program.				
MAT 082	Fundamentals of Mathematics II	5	3	0 (6)*
Continuation of MAT 081, if indicated.				

Quarter Basis

		Hours Per Week		Semester
Course Title		Class	Lab.	Hours Credit
ENG 091	Vocabulary and Reading Development I	2	3	0 (3)*
Emphasis is placed on vocabulary and reading skill development. Course content is designed flexibly in accordance with specific reading and vocabulary requirements of the student's educational objectives.				
ENG 092	Vocabulary and Reading Development II	2	3	0 (3)*
Continuation of ENG 091, if indicated.				
ENG 093	Vocabulary and Reading Development III	2	3	0 (3)*
Continuation of ENG 092, if indicated.				
ENG 094	Grammar and Composition I	3	2	0 (4)*
Emphasis is placed on sentence structure, basic mechanics of clear writing, and paragraph development.				
ENG 095	Grammar and Composition II	3	2	0 (4)*
Continuation of ENG 094, if indicated.				
ENG 096	Grammar and Composition III	3	2	0 (4)*
Continuation of ENG 095, if indicated.				
MAT 091	Developmental Mathematics I	5	3	0 (6)*
Emphasis is placed on mathematical skills required for successful performance in technical and vocational programs, depending upon the student's objective. Through small group instruction and the use of programmed materials students are assisted in strengthening their background to the extent necessary.				
MAT 092	Developmental Mathematics II	5	3	0 (6)*
Continuation of MAT 091, if indicated.				
MAT 093	Developmental Mathematics III	5	3	0 (6)*
Continuation of MAT 092, if indicated.				

* Number in parenthesis indicates equivalent credit hour values.

CONTINUING EDUCATION PROGRAMS

Johnston Technical Institute is committed to the continuing education of all citizens in its area of service to fulfill this commitment, the Institute offers a variety of courses designed to meet educational needs and interests of the community.

Through the Continuing Education Programs students find opportunities to retrain and update themselves in employment, develop leadership and civic responsibility, grow in basic knowledge, improve in home and community life, expand knowledge in general education, and develop creativity in the fine arts.

GENERAL INFORMATION

Continuing Education Programs are offered when there is community need and interest. Some courses and services, because of great demand, are offered on a continuing basis. Other courses and services may be initiated by requests from individuals and groups. Johnston Technical Institute cooperates with public schools, public libraries, senior colleges, religious groups, health and welfare groups, civic clubs, community clubs, law enforcement agencies, fire service groups, business and industrial groups, and other adult education agencies to provide educational services for greater numbers of people.

COURSE DESCRIPTIONS

Course descriptions for continuing education courses are not listed in this publication. Only examples of the types of courses that may be offered are listed. A schedule of courses is made available before the beginning of each quarter. Courses that are not listed in this publication may be offered upon request.

CLASS LOCATIONS

Many continuing education courses and services are provided on the institute campus on Highway 301, five miles south of Smithfield, North Carolina. Other courses and services are provided in the various communities within the institute's area of service.

ADMISSION AND REGISTRATION

Any person eighteen years of age or older and not enrolled in high-school may be admitted to a continuing education class. Prior to the beginning of each quarter a course schedule is published and

made available to potential students upon request. Courses which begin between quarters are announced through local news media. Adults are encouraged to contact the institute and pre-register prior to the beginning of each quarter.

FEEES

Fees vary with the type of educational program provided. Some programs such as adult basic education are supported primarily from state and federal funds and are free of student costs. Other programs are partially self-supporting through student fees. When such fees are necessary they are announced in the course schedule and are to be paid during the registration period. Books and supplies are usually the responsibility of the student and may be purchased from the Institute Bookstore.

ATTENDANCE

Regular attendance and class participation are essential to effective teaching and learning. Adult students are expected to be regular and punctual in attendance. A minimum of 75 per cent student attendance in each course is required to receive the Adult High School Diploma and/or the Achievement Certificate.

PROGRAMS

Continuing Education Programs are offered in the following seven major program areas and through the Programmed Instruction Learning Laboratory: Adult High School Education, Public Service, Business and Industrial Services, Professional Inservice, Cultural Enrichment, Family Life, and Community Services. The Programmed Instruction Learning Laboratory makes an important contribution to each adult education program and to the occupational education programs offered by Johnston County Technical Institute.

ADULT HIGH SCHOOL EDUCATION PROGRAM

The Adult High School Education Program offers adult students the opportunity of enrolling in any level of instruction from grades one through twelve. This program includes two major areas of instruction: Adult high school and adult basic education. In both of these areas individual instruction and personal achievement are emphasized.

Through adult high school courses a student may earn the Adult High School Diploma. To receive the Adult High School Diploma, an adult must demonstrate proficiency in reading, vocabulary, English expression, mathematics, general science, and social studies, as measured by standardized educational achievement tests.

Adult basic education courses provide instruction in reading, writing, social studies, basic science, mathematics, consumer education, and health education. In all of these areas, instruction is related as closely as possible to helping students meet their adult responsibilities. Classes are usually located in various communities in Johnston County. Class sizes generally range from twelve to fifteen students. Upon completion of the adult basic education courses, students are encouraged to continue in the Adult High School Program.

PUBLIC SERVICE PROGRAMS

The Public Service programs include courses in Law Enforcement Training, Fire Service Training, Hospitality and Tourism Education, Leadership Training, and Citizenship Development.

Law Enforcement Training

Law Enforcement Training is provided at the request of law enforcement agencies. Courses are especially designed as inservice and preservice education for those engaged in law enforcement activities. Workshops and courses are offered in many areas such as the following:

COURTS AND LAW
ELEMENTS OF OFFENSES
CRIMINAL INVESTIGATION

JUVENILES
HUMAN RELATIONS
FIREARMS

Fire Service Training

Fire Service Training is designed to provide firemen the opportunity to gain technical information and skill in modern fire fighting through a variety of learning experiences and practical problems. The classes are often taken directly to the fireman through training sessions held in local departments and training fields in the community. Among the courses offered are the following:

INTRODUCTION TO FIRE FIGHTING
PORTABLE FIRE EXTINGUISHERS
FIRE STREAM PRACTICES

ROPE PRACTICES
LADDER PRACTICES
HOSE PRACTICES

FIRE APPARATUS PRACTICES	RESCUE PRACTICES
FIRE FIGHTING PROCEDURES	FORCIBLE ENTRY
SALVAGE AND OVERHAUL PRACTICE	PROTECTIVE
	BREATHING EQUIPMENT
ARSON DETECTION	VENTILATION
AMBULANCE ATTENDANT TRAINING	SCHOOL BUS
	EVALUATION AND FIRE SAFETY

Hospitality and Tourism Education

The hospitality and tourist industry is the third largest industry in North Carolina and is growing in economic importance to the state. A variety of short courses and training programs are designed to contribute to the development and continuing growth of this important industry. Courses are aimed at training service personnel. These courses are offered for newcomers to the service field as well as for those already in the business who want to become more proficient in their jobs. Instruction is arranged and scheduled in accordance with the needs of the industry. Courses are available in the following areas:

COMMERICAL FOOD PREPARATION AND SERVICE
TRAVEL SERVICE
HOTEL-MOTEL TRAINING
SCHOOL FOOD SERVICE TRAINING

Leadership Training

The increasing complexity of American society demands that greater attention be given to leadership training. Leadership oriented courses are provided for civic, religious, professional, social, and other groups desiring leadership training. Among courses provided are the following:

PUBLIC SPEAKING	CONFERENCES THAT WORK
PARLIAMENTARY PROCEDURE	DISCUSSION LEADERSHIP
PROGRAM PLANNING	COMMITTEE ORGANIZATION

Citizenship Development

The development of creative citizenship responsive to community potential and problems is an imperative of these times. Courses in citizenship education contribute to such development. Courses are available in numerous subject areas including the following:

AMERICAN HISTORY	NORTH CAROLINA HISTORY
WORLD HISTORY	STATE GOVERNMENT

BUSINESS AND INDUSTRIAL SERVICE PROGRAMS

Johnston Technical Institute sponsors and promotes a number of educational services which contribute to the needs of new, expanding or existing businesses and industries and to the training needs of the people in Johnston County. Many of the programs do not carry degree credit. They are designed to fit organizational or individual needs. These programs are aimed at improving available services for placement of workers and helping workers to adapt to changing demands for skills. Emphasis is placed on upgrading present industrial and business employees and matching job seekers with vacancies.

Supervisory Development Training

Supervisory Development Training Courses are designed for potential and active supervisors who want to prepare for more effective leadership and advancement. Courses are offered at the Institute campus or in industrial plants. The courses are flexible in terms of content and meeting times. Every effort is made to fit course content to particular industrial or business needs. Emphasis is placed on training individuals in supervisory skills which help reduce worker training time, improve worker safety records, reduce labor turnover, improve product quality, upgrade production records, and improve an industry's image.

Business Management

Business Management Courses are planned for individuals employed in wholesale and retail occupations. Emphasis is placed on improving customer and job relations, making the best use of advertising, improving individual personality and salesmanship, developing oral communication, and training individuals to function more effectively in their respective occupations.

Vocational Inservice Education

Non-curriculum short courses are planned especially for adults who desire to update themselves in skilled and technical areas. Examples of areas in which courses may be planned are:

WELDING

ELECTRICAL WIRING

MASONRY

AUTOMOTIVE MECHANICS

SMALL MOTOR REPAIR

CARPENTRY

AGRICULTURAL TECHNOLOGY

ELECTRONICS

SURVEYING

New and Expanding Industry

The major goal of the New and Expanding Industry Program is to promote the expansion of existing industries and to assist in the training of employees for new industries being established in North Carolina.

This program is a cooperative effort between the State of North Carolina and Johnston Technical Institute.

Upon request from a new or expanding industry, Johnston County Technical Institute will provide a consultant to meet with industrial management to plan a training program. Each training program is individualized to meet the firm's specific needs. Approved training programs for new and expanding industries are funded by the State of North Carolina.

PROFESSIONAL INSERVICE PROGRAMS

Professional Inservice Programs include courses in Business Education, Health and Welfare Education, and Teacher Education. Courses are offered at the professional and sub-professional levels. Some of the courses to be available on the Institute campus will be provided by senior colleges and universities and will carry graduate level credit.

Business Education

Courses in Business Education are planned especially for adults who desire business education for personal or job-related purposes. Among the courses provided by the institute are the following:

BEGINNING TYPING

BUSINESS CORRESPONDENCE

BUSINESS ENGLISH

BUSINESS MATH

ABC SHORTHAND

BUSINESS MACHINES

BOOKKEEPING

Health and Welfare Education

Health Education courses are especially designed to contribute to the improvement of health and human welfare and provide op-

portunities for persons engaged in all aspects of health services to up-date themselves in their professions. Courses are available in the following subject areas:

CHRONIC DISEASES

EMOTIONAL PROBLEMS

MENTAL HEALTH

PHYSICAL HANDICAPS

GERIATRICS AND GERONTOLOGY

NURSE'S AIDE

TRAINING

CHILD DEVELOPMENT

Teacher Education

Teachers are increasingly seeking opportunities for professional growth through inservice education. The Institute cooperates with local school agencies, senior colleges, and the universities in providing short courses, workshop, and courses for certificate renewal and professional growth. Courses and workshops are offered in many subject areas such as the following:

TEACHING READING

MENTAL HEALTH

AUDIO-VISUAL MATERIALS AND METHODS

PUBLIC AFFAIRS

PHYSICAL SCIENCE

MODERN MATH

SOCIAL HEALTH

COUNSELING AND GUIDANCE

CULTURAL ENRICHMENT PROGRAMS

Cultural Enrichment programs are offered in Fine Arts, Performing Arts, and Liberal Arts.

Fine Arts Education

Fine Arts Education is designed to help adults develop basic skills, discover and develop latent talents, and refine active talents in art, music, and writing. Courses which help students create and develop an interest in and an appreciation of the fine arts heritage of our society are also available. Fine Arts educational opportunities include the following:

PAINTING

MUSIC APPRECIATION

PHOTOGRAPHY

CREATIVE WRITING

CERAMICS

HISTORY OF ART

DRAWING

SCULPTURE

Performing Arts Education

Performing Arts Education provides an opportunity for adults

to express their thoughts, feelings and actions in numerous cultural activities. Opportunities for expressive activities include the following:

CHORAL MUSIC
DRAMATICS

INSTRUMENTAL MUSIC
CHORUS AND QUARTET

Liberal Arts Education

Liberal Arts Education provides adults with courses to widen horizons and create new dimensions in thinking and acting. Some of the courses available in this area are the following:

CONVERSATIONAL SPANISH
AMERICAN LITERATURE

SPEED READING
SOCIOLOGY OF THE SOUTH

FAMILY LIFE PROGRAMS

Areas of study within the Family Life Programs are Parent Education, Home Life, Consumer Economics, and Senior Citizens Education.

Parent Education

Parent Education is designed to assist adults in interpreting accepted principles and in developing a keener insight, as well as to contribute new ideas which will improve their understanding of the role of a parent. Courses in Parent Education include the following:

MODERN MATH FOR PARENTS
THE PRE-SCHOOL CHILD

CRAFTS FOR CHILDREN
FAMILY PLANNING

Home Life

The Home Life program is designed to help family members take advantage of the emerging opportunities provided through education to make family life more exciting, more enjoyable, and more economical. Courses designed to contribute to family life activities include the following:

KNITTING
INTERIOR DECORATING
CAKE DECORATING

FLOWER ARRANGING
FURNITURE REFINISHING
UPHOLSTERING

Consumer Economics

The Consumer Economics program contributes to efficient consumption of the millions of commodities available to the American

public. Among the courses available are the following:

SURVEY OF INSURANCE
BASIC ECONOMICS

INCOME TAX
INVESTMENTS

Senior Citizens Education

American citizens are living longer, retiring earlier, and are more active in their senior years than ever before. Time is available to participate in a variety of learning experiences which may have been prohibited in earlier years. Among the learning experiences provided especially for senior citizens are the following:

RETIREMENT PLANNING
HOME GARDENING

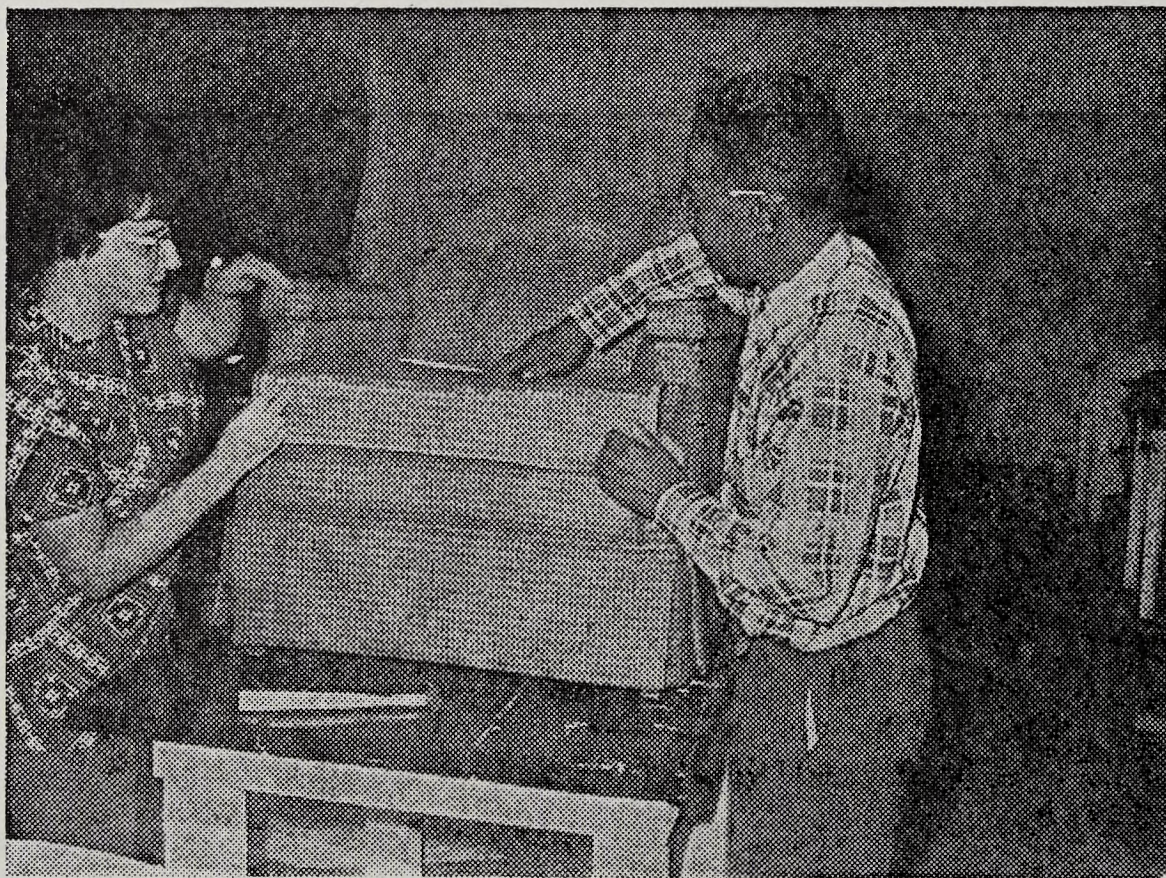
ARTS AND CRAFTS
HEALTH FOR SENIOR CITIZENS

COMMUNITY SERVICE PROGRAMS

Johnston Technical Institute plans to sponsor and promote a number of community services which contribute to the cultural, economic, and civic improvement of the community. Such services may arise from almost every program area. Community service activities include the following:

SEMINARS AND CONFERENCES
SPEAKER AND FORUM SERIES
DISCUSSION GROUPS

FINE ARTS EXHIBITS
MUSICAL PROGRAMS
COMMUNITY STUDIES



APPLICATION FOR ADMISSION

For Office Use

Attach

recent

photograph

Johnston Technical Institute

Highway 301 — South

P. O. Box 29

Smithfield, North Carolina 27577

Date

Name	(Last)	(First)	(Middle)	(Maiden name, if married)	Social Security Number
	<input type="checkbox"/> Mr.				
	<input type="checkbox"/> Mrs.				
	<input type="checkbox"/> Miss				

Address	(No., Street or Route)	(Town)	(State)	(Zip)
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Telephone No.	Date of Birth	County and State of Legal Residence	Sex	Height	Weight
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Marital Status	<input type="checkbox"/> Single	<input type="checkbox"/> Married	<input type="checkbox"/> Separated	<input type="checkbox"/> Divorced	<input type="checkbox"/> Widowed	Number of Children
Name and address of Father, Mother, or Guardian						Telephone No.

Name and Address of Wife or Husband	
-------------------------------------	--

EDUCATIONAL INFORMATION

Name of Last High School	Address	Did you graduate <input type="checkbox"/> Yes <input type="checkbox"/> No	Date Last Attended
Name of College Attended	Address	Did you graduate <input type="checkbox"/> Yes <input type="checkbox"/> No	Date Last Attended

Other Schools Attended	Address	Did you graduate <input type="checkbox"/> Yes <input type="checkbox"/> No	Date Last Attended
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EMPLOYMENT INFORMATION

Name of present employer	Occupation	Years employed
Name of previous employer	Occupation	From: To: Years employed
		From: To:

MILITARY SERVICE INFORMATION

Are you a veteran <input type="checkbox"/> Yes <input type="checkbox"/> No	Length of Service	Date of Discharge	Type of Discharge
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ADMISSION INFORMATION

List Program(s) of Study you wish to take

Date you wish to enter	Plan to attend <input type="checkbox"/> Day <input type="checkbox"/> Evening <input type="checkbox"/> Full time <input type="checkbox"/> Part time
------------------------	---

Indicate any physical limitations

REFERENCES

Name	Address	Occupation
1		
2		
3		

Date of Application

Signature of Applicant

THE OPEN DOOR

The only valid philosophy for North Carolina is the philosophy of total education; a belief in the incomparable worth of all human beings, whose claims upon the state are equal before the law and equal before the bar of public opinion; whose talents, (however great or however limited or however different from the traditional), the state needs and must develop to the fullest possible degree. That is why the doors to the institutions in North Carolina's system of Community Colleges must never be closed to anyone of suitable age who can learn what they teach. We must take the people where they are and carry them as far as they can go within the assigned function of the system. If they cannot read, then we will simply teach them to read and make them proud of their achievement. If they did not finish high school, but have a mind to do it, then we will offer them a high school education at a time and a place convenient to them and at a price within their reach. If their talent is technical or vocational, then we will simply offer them instruction, whatever the field, however complex or however simple, that will provide them with the knowledge and the skill they can sell in the marketplaces of our state, and thereby contribute to its scientific and industrial growth. If their needs are in the great tradition of liberal education, then we will simply provide them the instruction, extending through two years of standard college work, which will enable them to go on to the University or to senior college and on into life in numbers unheard of before in North Carolina. If their needs are for cultural advancement, intellectual growth or civic understanding, then we will simply make available to them the wisdom of the ages and the enlightenment of our own times and help them on to maturity.

W. D. Herring, Chairman
State Board of Education
1964

JOHNSTON TECHNICAL INSTITUTE
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Smithfield, North Carolina 27577

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